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ABSTRACT

Written for an undergraduate course at the University of California at Berkeley, this handbook also serves as a general text on library use. Detailed instruction is given on the use of card catalogs, reference materials, periodicals, newspapers, microforms, government documents, and other library collections. Major general reference works are described and representative specialized works are listed. A model search strategy for researching a subject is outlined, and suggestions are given for bibliographic citation formats, note taking, and using unfamiliar libraries. A guide to 27 libraries on the Berkeley campus and a glossary of library terminology are included. (PF)

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METHODS OF LIBRARY USE:

HANDBOOK FOR

BIBLIOGRAPHY I

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EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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William R. Lee
Patricia Roshaven
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IR004140

SCHOOL OF LIBRARY AND INFORMATION STUDIES
University of California, Berkeley
October, 1976

THE FIRST
BIB. I COURSE?

Professor William Swinton, of the English Department, gave two lectures on "The Use of the Library" as part of his Wednesday afternoon course in 1873. He prefaced his first lecture with the statement that:

"... the library and education are synonymous."

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PREFACE

This handbook is intended to accompany Bibliography I, a practical, learn-by-doing course for undergraduates who hope to make serious use of the U.C. libraries, a resource of overwhelming proportions. Taught by librarians, the course attempts to guide you through the maze of the campus library system using libraries as teaching laboratories. You will be introduced to a wide variety of materials: books, periodicals, newspapers, documents, microfiche, computer-generated bibliographies, catalogs, indexes, etc. Bibliography I is designed to make your visits to the library efficient and rewarding.

The use of the Handbook may vary from section to section depending upon the instructor's approach because information is complex, and no single set of rules regarding its use, retrieval, and evaluation applies to all researchers and all subjects. Even though the Handbook was written to complement the course, Bibliography I, it can also be used as a general text on library use.

ACKNOWLEDGEMENTS

Librarians gather and share information, so, of course, we are indebted to librarians everywhere. In particular we would like to thank the Library School Library and all branch libraries on the Berkeley campus, the staff of the General Reference Service, whose Library Orientation Leaflets were of great help, the Map and Periodical Rooms, and the Documents and Cataloging Departments.

As we began writing, we were fortunate to have before us the text for U.C. Davis's class, Introduction to Library Research and Bibliography. This

fine collective work brought our thinking into focus. Thanks also to Judy Ellisen for reviewing the manuscript and to the Library School's staff for typing the many drafts. We are indebted to the thousands of Bibliography I students who have taught us so much about libraries and librarians from a fresh point of view. Final thanks goes to all the Bibliography I instructors who have over the years truly created this handbook.

INTRODUCTION

The University of California began in Oakland in 1865 with a small collection of books, and operated for five years before it had a library catalog, a list of 1036 volumes arranged alphabetically and compiled by a student of the class of 1870. At this time the library hours were from 4 to 5 p.m., Monday through Saturday, and students were not allowed to check out books, although the president, regents, and faculty could. In 1872 the hours were increased in response to student protest.

Now, over 100 years later, the library has moved four times, has been under the influence of numerous librarians, University and State officials, has grown from a small, isolated collection in the Far West to become a major part of the world-wide community of libraries, and has contributed to the University's reputation as a source of higher learning. These developments have resulted in a complex system not easily fathomed by the general library user.

Joseph Cummings Rowell, class of 1874, became Head Librarian upon graduation. Determined to know what was in the rapidly growing library and to make this collection accessible to the University community, Rowell began the Subject Catalog on handwritten cards, completing it in 1879.

When Rowell began the Subject Catalog, the Library of Congress (LC) was not yet in existence, and Melvil Dewey was in the process of devising the *Dewey Decimal Classification System.** Rowell developed his own scheme for organizing the collection and remnants of the Rowell Classification System still exist on this campus. The Rowell Shelf List, representing books primarily in language and literature, still stands in the Subject Catalog Hall. Rowell numbers differ from the LC numbers and the books are stored separately in the Doe Library stacks. You may

*Important words used for the first time are printed in italics. They are defined in the "Glossary" beginning on page 151.

still discover some of Rowell's handwritten cards in the Author-Title and Subject Catalogs.

Bret Harte was chosen Head Librarian in 1870 with the title of "Professor of Recent Literature and Curator of the Library and Museum" with a salary of $300 gold per month. He declined.

In 1902 the University Library began purchasing typewritten catalog cards prepared by the Library of Congress. It was not until 1913, however, that the University Library fully adopted the *Library of Congress Classification System*, one much better suited to a large collection. This changeover ended 55 years later in 1968 when books were no longer classed according to Rowell's system. The last major change in the Catalog occurred in 1938 when, due to its size, it was split into an Author-Title and a separate Subject Catalog.

Today the library system contains 4.5 million books, 100,000 serial titles, 34 million manuscripts, 225,000 maps, 840,000 microforms, 900,000 pamphlets, and 33,000 sound recordings. It is staffed by librarians, library assistants, and student employees.

SECTION I:

THE CARD CATALOGS

"Information and knowledge will continue to multiply at a rate so great that no human being can expect to absorb and retain more than a tiny fraction of it all. The emphasis in the future will increasingly be on how to retrieve knowledge."

Wilson Riles
San Francisco Chronicle
July 4, 1976

THE CARD CATALOGS: INTRODUCTION

One of the most important reference tools in a library is the card catalog, the most comprehensive list of cataloged material. It lists every cataloged book and periodical in the library, gives the location of those materials or directs you to a service desk where you can find help, has informational cards which indicate alternative spellings and entries, cross references, additional library locations, and filing rules which may affect your approach. Because each card describes the cataloged item in detail, it often gives the user enough information to decide whether to check it out. This chapter describes how to locate library items by using the card catalogs.

The card catalogs provide many points of access to the collection, as the cards on the next few pages show. The main access point, known as the *main entry* is usually the author card and gives the most complete information. The main entry card in Doe Library's Author-Title Catalog will tell you which campus libraries own a particular item. For many items, this is the only card that exists in the Doe Library Catalog.

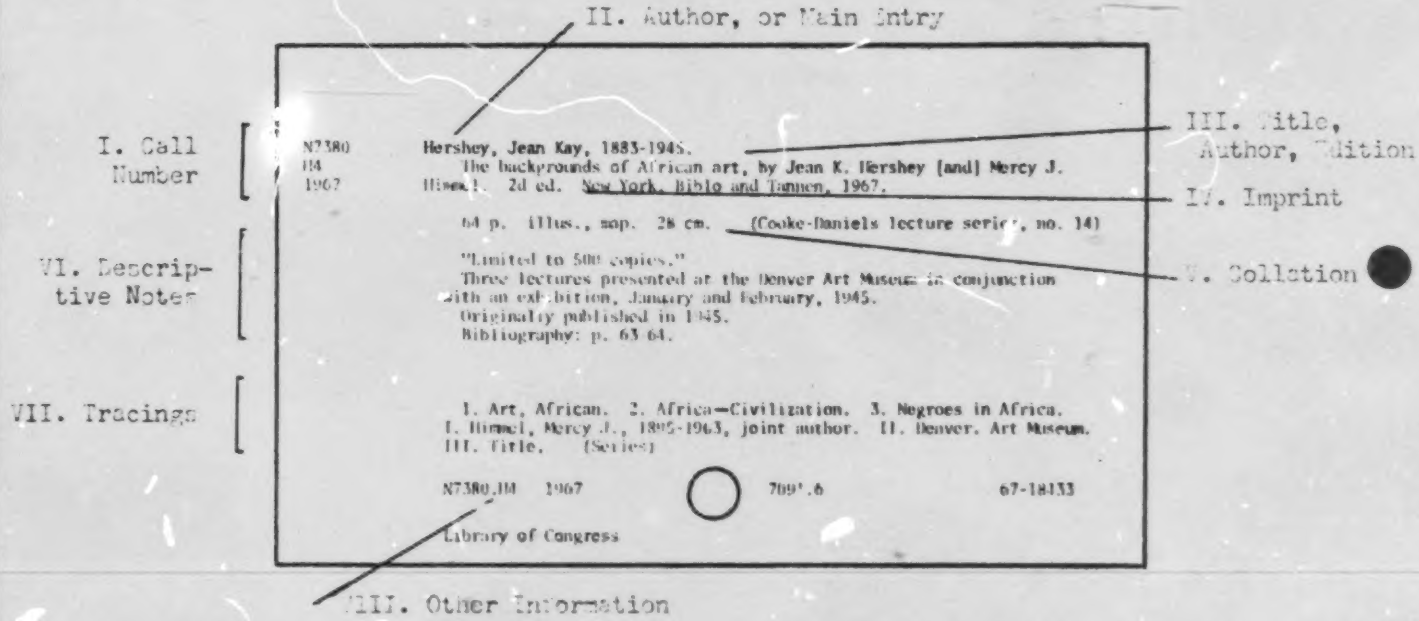
Other access points are ***title***, ***series***, ***joint author***, ***subject***, and ***call number***. The Author-Title Catalog contains the main entry, title, joint author and other added entry cards. The Subject Catalog contains the subject cards; the Shelf List has cards arranged by call number.

Doe Library has separate Author-Title and Subject Catalogs. This arrangement is called ***a divided catalog***. In other libraries the author-title and subject catalogs may be combined; this arrangement is called a *dictionary catalog*.

THE AUTHOR-TITLE CATALOG AND

THE CATALOG CARD

The first step in learning to use the Library is to become familiar with the card catalogs. Understanding the details of their components, catalog cards, is a good place to begin. The fictitious card below is a typical main entry card and illustrates the following discussion.


II. Author, or Main Entry
I. Call Number
III. Title, Author, Edition
IV. Imprint
VI. Descriptive Notes
V. Collation
VII. Tracings
VIII. Other Information

N7380 Hershey, Jean Kay, 1883-1945.
H4 The backgrounds of African art, by Jean K. Hershey [and] Mercy J.
1967 Himmel. 2d ed. New York, Biblo and Tannen, 1967.

64 p. illus., map. 28 cm. (Cooke-Daniels lecture series, no. 14)

"Limited to 500 copies."
Three lectures presented at the Denver Art Museum in conjunction with an exhibition, January and February, 1945.
Originally published in 1945.
Bibliography: p. 63-64.

1. Art, African. 2. Africa—Civilization. 3. Negroes in Africa. I. Himmel, Mercy J., 1895-1963, joint author. II. Denver. Art Museum. III. Title. (Series)

N7380.H4 1967 709'.6 67-18133

Library of Congress

I. Call Number

The call number (N7380 H4 1967) indicates where the book is shelved so you can find it. There are several parts to the call number:

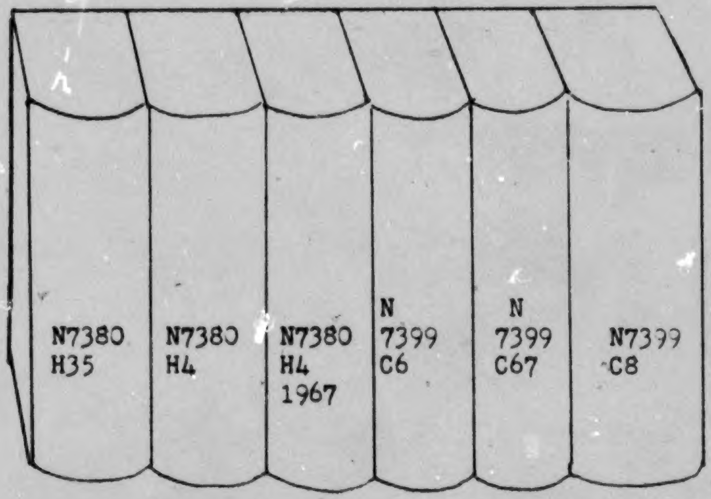
A. Classification Number

The classification number, which is the first set of numbers, represents a subject area. In the example, N7380 is the classification number for the history of twentieth century African art. Books with this number will thus be shelved with other books on the same subject.

B. Book Number

The second set of numbers is the book number and is usually determined by the author's last name. "H4" is read as a decimal number (H.4), even though the decimal point is rarely typed in. This often causes some confusion when looking for books on the shelves.

Here is an example of how books appear on the shelves.



Note that in the example above, the classification numbers are read as whole numbers, N7380 before N7399. The book numbers are used decimally despite the absence of any decimal point. H35 is read H.35 and is shelved before H4.

C. Edition

When more than one edition of a book is owned by the library, each edition, except the first, will have its date of publication as the third element of the call number.

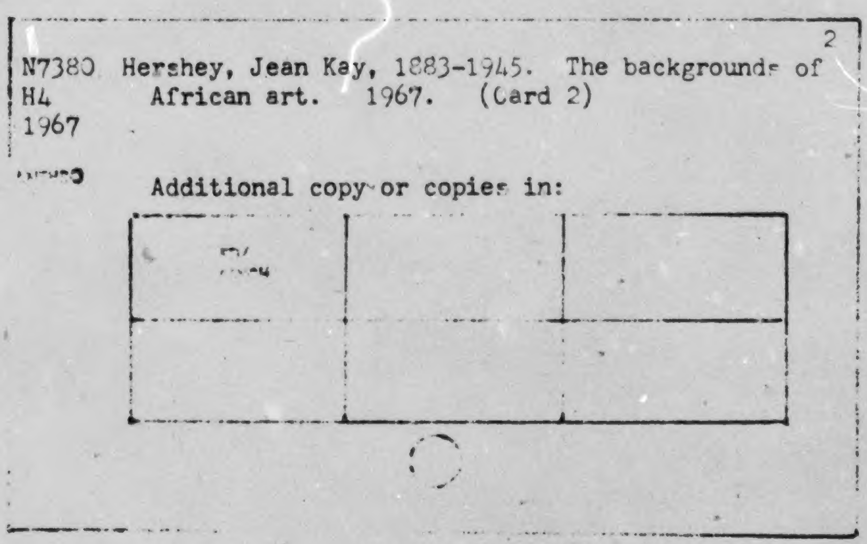
D. Library Location

The Doe Library catalogs list the *holdings* of many other campus libraries and in this sense are *union catalogs*.

Library location is indicated in a number of ways.

1. A call number with no location mark means that the item is in the Doe Library stacks.

2. A location mark may be stamped beneath the call number like this: N7380
   H4
   ANTHRO
3. A stamp in the lower left margin might indicate another location.
4. A plastic cover with a blue top indicates the item is in Moffitt Undergraduate Library.
5. There may be a card following the main entry which looks like this:



2

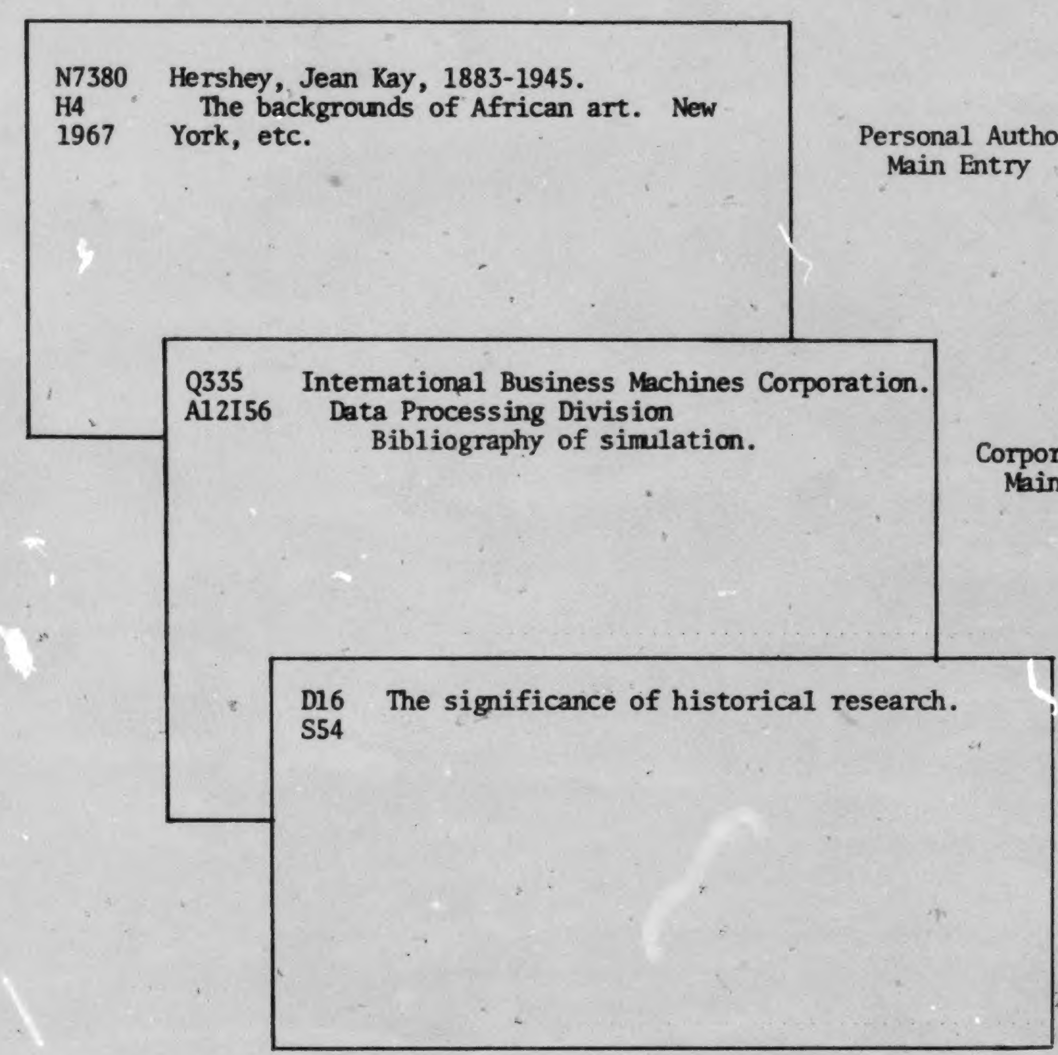
N7380 Hershey, Jean Kay, 1883-1945. The backgrounds of
H4 African art. 1967. (Card 2)
1967

ANTHRO

Additional copy or copies in:

II. Author, or Main Entry

On the same line as the classification number is the author's name and usually his/her birth (and death) date. In many cases authorship is attributed to an organization *(Corporate Author)* rather than an individual *(Personal Author)*; if no organization or person is considered the author, the title of the work will be the main entry. Examples of these three forms of main entry are shown below.



N7380 Hershey, Jean Kay, 1883-1945.
H4 The backgrounds of African art. New
1967 York, etc.

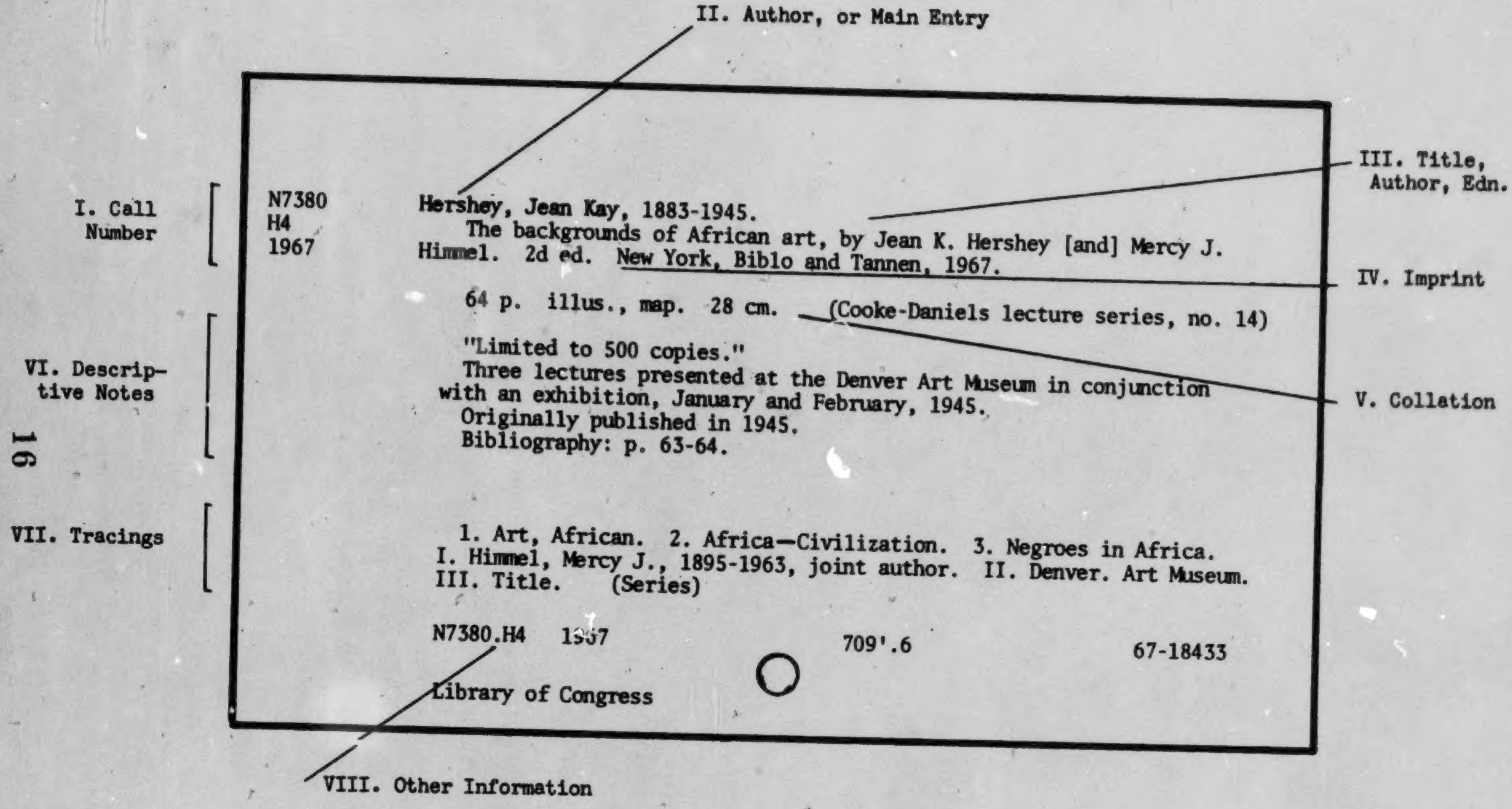
Personal Author Main Entry

Q335 International Business Machines Corporation.
A12I56 Data Processing Division
Bibliography of simulation.

Corporate Author Main Entry

D16 The significance of historical research.
S54

Title Main Entry


I. Call Number
II. Author, or Main Entry
III. Title, Author, Edn.
IV. Imprint
V. Collation
VI. Descriptive Notes
VII. Tracings
VIII. Other Information

N7380
H4
1967

Hershey, Jean Kay, 1883-1945.
The backgrounds of African art, by Jean K. Hershey [and] Mercy J. Himmel. 2d ed. New York, Biblo and Tannen, 1967.

64 p. illus., map. 28 cm. (Cooke-Daniels lecture series, no. 14)

"Limited to 500 copies."
Three lectures presented at the Denver Art Museum in conjunction with an exhibition, January and February, 1945.
Originally published in 1945.
Bibliography: p. 63-64.

1. Art, African. 2. Africa—Civilization. 3. Negroes in Africa. I. Himmel, Mercy J., 1895-1963, joint author. II. Denver. Art Museum. III. Title. (Series)

N7380.H4 1967 709'.6 67-18433

Library of Congress

III. Title, Author Statement, Edition Statement

A. Title

Following the main entry is the title of the work unless the title itself is the main entry. In our example, The Backgrounds of African Art is the title.

B. Author Statement

When more than one person is responsible for authoring a work, their names are listed in the author statement.

C. Edition Statement

If more than one edition of this work has been published, it is indicated in the edition statement, notifying that the book has been updated.

IV. Imprint

Imprint means place of publication, publisher, and date of publication. Imprint information can help you determine relevance of the publication. For example, a book published in 1870 in London on African art will provide a different perspective than one published 100 years later in the United States.

V. Collation

A. Pagination, Illustrations, Size

This information includes the number of pages in the book. (Do you want a short, concise history of African art or EVERYTHING between two covers?), and notes whether there are:

- illustrations (illus. or il.)
- statistics (stat.)
- diagrams (diagrs.)
- frontispiece (front.)
- portraits (ports.)
- tables
- plates

Size describes the height of the book in centimeters.

B. Series

A *series* is a continuing collection of volumes, issued separately and often written on the same subject; a series is designated by parentheses. In our example, "(Cooke-Daniels lecture series, no. 14)" is the series statement. The series title can lead you to other books on the same subject. Series title cards are filed in the Author-Title Catalog. For more information on finding series, see page 32.

VI. Descriptive Notes

A. Bibliography

The fact that a book contains *a bibliography* is one of the most important notations on the catalog card. Bibliographies may lead you to more materials on your topic.

B. Other Descriptive Notes

Other descriptive notes may include a wide variety of important information about the book, such as whether it is indexed, is a reprint, a translation, or has variant titles. The descriptive notes on the card for Backgrounds of African Art tell how many copies were printed, that the book was delivered as a group of lectures, and that it was originally published in 1945.

VII. Tracings

Tracings list all places other than the main entry where cards for a work can be found so that librarians and other researchers can trace them. There are tracings for subject and added entries.

A. Subject Entries

Since books may deal with more than one subject they may be listed in the Subject Catalog in more than one place. Because a book can have only one place on the shelf its major subject determines its classification number. Additional subjects are listed at the bottom of the card in the tracings preceded by Arabic numbers. By looking into the Subject Catalog under these headings, such as "Art, African", it is possible to locate more works on these subjects.

B. Added Entries

The term *added entry* includes all entries for illustrators, joint authors, translators, editors, important writers of prefatory material, title, and series. These entries are typed in, or added, at the top of the main entry card, and provide additional access points for that material. Added entries in the example are "Himmel, Mercy J.". "Denver. Art Museum", the title, Backgrounds of African art, and the series title, Cooke-Daniels lecture series.

VIII. Other Information

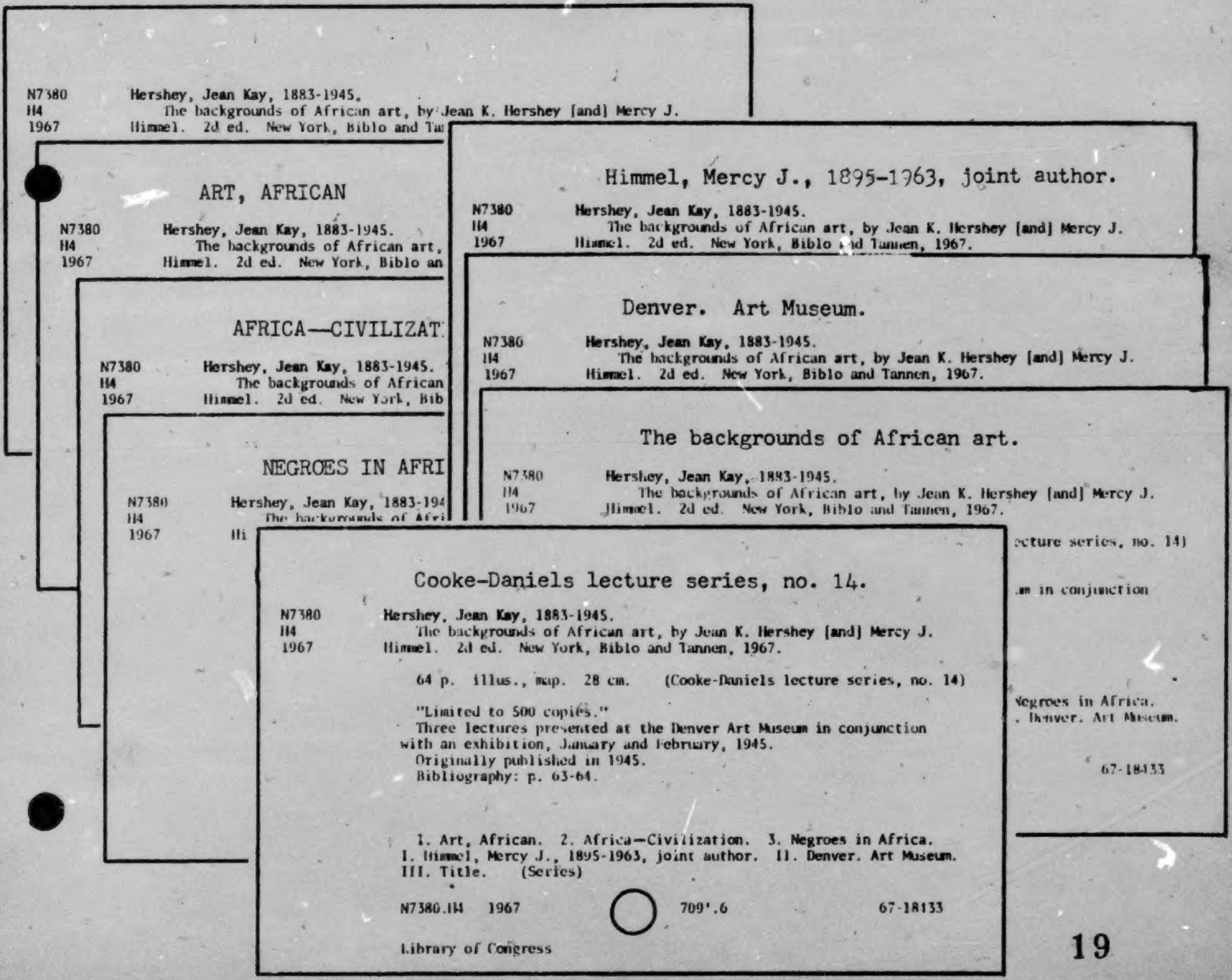
A. Classification Numbers

The number in the lower left corner of a card is the Library of Congress number, and the middle number is the Dewey Decimal number. A variety of libraries purchase catalog cards from the Library of Congress. A library using the Dewey Decimal system would, upon receipt of this card, type in the Dewey Decimal number in the upper left hand corner of the card, while libraries using the LC system type in the LC number. The library may also alter the number slightly, depending on the needs of its collection.

B. LC Card Order Number

The number in the lower right hand corner of the card is the number libraries use if they want to order this card from the Library of Congress. Some cards also show an International Standard Book Number (ISBN) which is used to order the book from the publisher.

Now that you understand the details of the catalog card, take a look at a full set of catalog cards for the book by Jean Hershey and Mercy Himmel.



N7380 Hershey, Jean Kay, 1883-1945.
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ART, AFRICAN

N7380 Hershey, Jean Kay, 1883-1945.
H4 The backgrounds of African art,
1967 Himmel. 2d ed. New York, Biblo an

AFRICA—CIVILIZAT

N7380 Hershey, Jean Kay, 1883-1945.
H4 The backgrounds of African
1967 Himmel. 2d ed. New York, Bib

NEGROES IN AFRI

N7380 Hershey, Jean Kay, 1883-194
H4 The backgrounds of Afri
1967 Hi

Himmel, Mercy J., 1895-1963, joint author.

N7380 Hershey, Jean Kay, 1883-1945.
H4 The backgrounds of African art, by Jean K. Hershey [and] Mercy J.
1967 Himmel. 2d ed. New York, Biblo and Tannen, 1967.

Denver. Art Museum.

N7380 Hershey, Jean Kay, 1883-1945.
H4 The backgrounds of African art, by Jean K. Hershey [and] Mercy J.
1967 Himmel. 2d ed. New York, Biblo and Tannen, 1967.

The backgrounds of African art.

N7380 Hershey, Jean Kay, 1883-1945.
H4 The backgrounds of African art, by Jean K. Hershey [and] Mercy J.
1967 Himmel. 2d ed. New York, Biblo and Tannen, 1967.

cture series, no. 14)

n in conjunction

Negroes in Africa.
. Denver. Art Museum.

67-18133

Cooke-Daniels lecture series, no. 14.

N7380 Hershey, Jean Kay, 1883-1945.
H4 The backgrounds of African art, by Jean K. Hershey [and] Mercy J.
1967 Himmel. 2d ed. New York, Biblo and Tannen, 1967.

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N7380.H4 1967 709'.6 67-18133

Library of Congress

FILING RULES FOR THE AUTHOR-TITLE CATALOG

How are the millions of catalog cards in the Author-Title Catalog filed and how can you find the one card you need? An entire book of rules governing the filing of catalog cards has been written and is continually being revised. We have summarized the rules for you; knowing them can make the difference between finding or not finding the item you need.

There are separate rules for the Author-Title Catalog and the Subject Catalog. Those for the Author-Title Catalog begin on this page; the rules for the Subject Catalog begin on page .

1. BASIC RULE: Filing is word by word, disregarding punctuation, except that single surnames precede all other entries beginning with the same word.

   Adams, Samuel Hopkins
   Adams Memorial Society
   Adams prize essay
   Adams, Thompson, & Fry, firm

2. COMPOUND NAMES and FIRM NAMES (unless a personal name) are filed as separate words:

   Bancroft (H.H.)& Co. [personal name for firm]
   Bancroft, Philip
   Bancroft Library
   Bancroft-Whitney Co., San Francisco [firm name]

3. ARTICLES in all languages at the beginning of titles, and at the beginning of Arabic names are ignored in filing: a, an, the, le, la, les, gli, al-, etc. However, ***names*** including ***place names*** beginning with articles, are filed as one word, beginning with the article:

   al-Lāqānī, Ibrāhīm Ibn Ibrāhīm
   La Ramée, Pierre de
   Laramie Co., Wyo.
   Las Vegas, Nev.
   L'Aubespine, Gabriel de, bp. of Orléans

   Articles appearing internally in titles are not ignored: *Journal of* and *history of ideas*.

4. PUNCTUATION MARKS in corporate entries are disregarded in filing:

   United Nations Conference on Trade
   United Nations: Economic Affairs Dept.
   United Nations Studies

5. HYPHENATED WORDS, in general, are filed as two words. Exceptions include prefixes, such as: anti-, bi-, semi-, pan-, pre-, etc.

6. NAMES WITH A PREFIX may be filed either under the prefix with the remainder of the surname, as one word:

   Dos Passos, John
   La Fontaine, Jean de

   or under the name:

   Gogh, Vincent van
   Casas, Bartolome de las

   depending upon the language used and the nature of the prefix (article, preposition, or a combination of the two). For information about usages for specific languages, consult the Guide to the Use of the Author-Title Catalog (copies at General Reference Desk and Catalog Information Desk).

7. M', Mac, Mc are interfiled as Mac:

   McAllister, Quentin
   MacBride, Robert
   Machiavelli, Niccolo
   M'Intosh, William
   McMullen, Roy

8. FORENAMES file after single surnames of the same word. Given names--of royalty, for example--are arranged alphabetically by by the designation, then (when more than one numeral) numerically:

   George, William
   George II, King of Great Britain
   George III, King of Great Britain

9. INITIALS, SINGLE LETTERS and ONE LETTER WORDS are all interfiled as one letter words before longer words beginning with the same letter. Entries consisting of initials plus words are interfiled with those consisting of initials only:

ACTH Conference	(single letters)
A.C.W.	(initials)
A capella singing	(one letter word)
A., D.	(initials of personal name)

10. ACRONYMS (words formed from the initial letter(s) of each of the successive parts or major parts of a compound term) are interfiled with initials:

C., M.	(initials)
COBOL	(acronym)
C.P.A.	(initials)
CUNA international	(acronym)

11. ABBREVIATIONS are filed as though spelled out, if commonly known:

Dr. = Doctor
Gt.Brit. = Great Britain
Mr. = Mister
Mrs. = Mistress
St. = Saint
U.S. = United States

12. NUMERALS in titles are filed as though spelled in the language of the title:

100	one hundred	(English)
	cent	(French)
	hundert	(German)

Henry VIII and the Lutherans (title of a book) is arranged as if spelled *Henry the Eighth*....

13. DATED OR NUMBERED PARTS OF A WHOLE are arranged chronologically or numerically or both. The usual alphabetical order applies for subheadings of an entry of the same date:

Gt. Brit. Parliament, 1681. House of Commons
Gt. Brit. Parliament, 1681. House of Lords.
Gt. Brit. Parliament, 1823. House of Commons.

U.S. Army Air Forces. 7th Air Force.
U.S. Army Air Forces. 8th Air Force.
U.S. Army. 3d Armored Division.
U.S. Army. Second Army.
U.S. Army. Fifteenth Army.

U.S. 86th Congress, 2nd session, 1960.
U.S. 91st Congress, 1st session, 1969.

14. ELISIONS, CONTRACTIONS, DIALECT and COLLOQUIAL FORMS THAT CONTAIN AN APOSTROPHE are filed as one word:

d'art = dart
can't = cant
boy's = boys
T'aint = taint

15. EDITIONS OF THE SAME TITLE are filed chronologically, the earliest first.

16. MODIFICATION OF CERTAIN LETTERS affect the filing:

å = aa Finnish, Norwegian, Swedish
ä = ae Finnish, German, Swedish
ö = oe Finnish, German, Hungarian, Icelandic, Swedish
ø = oe Danish, Norwegian
ü = ue German, Hungarian, Modern Turkish
þ = th Icelandic
öö = oeo Finnish
åä = aa Finnish, Norwegian, Swedish
v = u gothic type
vv = w gothic type

There are special filing rules for Bible, *Festschriften*, Pseudonyms, Transliteration, Voluminous authors, etc. For information, inquire at the Catalog Information Desk or General Reference Service.

CLASSIFICATION

We live in the midst of an information explosion. The sheer volume of data and information and the output of the publishing world make it more necessary than ever before to organize that output. We organize knowledge so that we can find what we want and want what we find.

How is knowledge organized? The ancient Greeks classified the world into the basic elements of air, earth, fire, and water. As children we played "animal-vegetable-mineral", one of the simplest ways to classify our experience of the world. Certainly our methods of organization today are more sophisticated, yet we do not know how the brain classifies, stores, and retrieves data. Happily, the ways libraries organize knowledge is not so complex.

Library materials may be organized by any number of attributes, such as author, color, or size. However, most libraries organize material by subject to bring like topics together for research and browsing purposes. Sometimes certain library materials are not integrated with the major collection, but may still be organized by subject.

How are subjects organized? While it is true that much of what we know is accumulative, it is impossible to treat all knowledge like building blocks in a pyramid. Some subjects overlap, change in importance, or have no clear place in the hierarchy. How subjects are organized is a problem of classification, i.e., "the organization of knowledge".

The best known system of classification is that developed by Melvil Dewey (1851-1931). His system groups all knowledge, as represented by library materials, into ten classes, each class indicated by an integer.

Dewey's ten main classes are:

0 Generalities
1 Philosophy
2 Religion
3 Social Sciences
4 Language
5 Science
6 Technology (Applied Science)
7 The Arts
8 Literature
9 Geography & History

Expansion of the classes is possible through decimal divisions. This system is based in part on Francis Bacon's philosophical chart of human learning where the three main classes are memory, reason, and imagination. These later evolved into history, philosophy (including the sciences), and fine arts.

Most academic and large public libraries use the Library of Congress system of classification rather than the Dewey. The Library of Congress system is a subject scheme developed just for that library, utilizing bits of Bacon's scheme as well as Thomas Jefferson's classification of his personal library. The LC system is more practical than the Dewey system since it is based on an actual collection rather than Dewey's abstract theory of knowledge. It is organized into 21 main classes which are designated by letters of the alphabet. Expansion is possible by the addition of letters and numbers. Here is a partial outline of the Library of Congress system.

A. General Works

AC - Collections
AE - Encyclopedias
AG - Other Reference
AI - Indexes
AN - Newspapers
AP - Periodicals
AZ - History of Knowledge

B. Philosophy, Religion

B - Collections, History, Systems
BC - Logic
BD - Metaphysics
BF - Psychology
BH - Esthetics
BJ - Ethics
BL - Religions, Mythology
BM - Judaism
BR - Christianity
BS - Bible

C. History-- Auxiliary Sciences

CB - History of Civilization
CS - Genealogy
CT - Biography

D. History (Except America)

D - General History
DA - Great Britain
DC - France
DD - Germany
etc.

E&F. America

E11-E143 - America (general)
E31-E50 - North America (general)
E151-E770 - United States
F1-F970 - United States (local)
F1201-F3899 - Latin America

G. Geography, Anthropology

G - Geography, Voyages, Atlases
GA - Geography, Mathematical & Astronomical
GB - Geography, Physical
GN - Anthropology, Ethnology, & Ethnography
GR - Folklore
GV - Sports

H. Social Sciences

H - Social Sciences (general)
HA - Statistics
HB - Economic Theory
HE - Transportation & Communication
HF - Commerce, including tariff
HG - Finance
HJ - Public Finance
HM - Sociology, General & Theoretical
HN - Social History & Social Reform
HQ - Family, Marriage, Women, etc.
HV - Social Pathology & Corrections
HX - Communism, Socialism, Anarchism

J. Political Science

J - Documents
JA - General Works
JC - Theory of the State
JF-JX - Constitutional History
  JK - United States
  JQ - Asia, Africa, Australia
  etc.

K. Law

L. Education

LA - History of Education
LB - Theory & Practice, Education Psychology, Teaching
LD-LT - Universities & Colleges by country

M. Music

M - Music (general)
ML - Literature of Music
MT - Musical Instruction

N. Fine Arts

N - General
NA - Architecture
NB - Sculpture
NC - Graphic Arts, Drawing, Design
ND - Painting
NK - Applied Art

P. Language and Literature

P - Philology & Linguistics
PA - Greek & Latin Phil. & Lit.
PB - Modern European Languages (gen.)
PC - Modern Romance Languages
PE - English
PF - German
PG - Slavic
PM - American Indian, Artificial Lang.
PQ - Romance literatures
  PQ1-3981 - French
PR - English Literature
PS - American Literature
PZ - Fiction & Juvenile Literature

Q. Science

QA - Mathematics
QB - Astronomy
QC - Physics
QD - Chemistry
QE - Geology
QH - Natural History
QK - Botany
QL - Zoology
QM - Human Anatomy
QP - Physiology
QR - Bacteriology

R. Medicine

S. Agriculture, Plant & Animal Industry

SD - Forestry
SF - Veterinary Medicine

T. Technology

TA - Engineering (general)
TK - Electrical Engineering
TR - Photography (technical)

U. Military Science

V. Naval Science

Z. Bibliography & Library Science

Z116-550 - Book Industry
Z665-997 - Libraries, Library Science
Z1001-9000 - Bibliography

Library materials which have been classified have classification numbers assigned to them and are shelved alpha-numerically. Library materials which have not been assigned classification numbers might be organized by author, title, order of arrival, size, etc.

When a book treats more than one topic, it is not given several classification numbers, nor is it shelved in several places. A book is given only one classification number and appears in only one place in the stacks. The *Shelf List*, arranged by call number, lists books in the order they appear in the stacks. The Subject Catalog, on the other hand, has a card for each major subject discussed in a work. The Subject Catalog, discussed in the next chapter, provides multiple access points for any one item.

THE SUBJECT CATALOG

The Subject Catalog, located on the second floor of Doe Library just outside the Reference Room, can be used to find books on a particular subject when you do not have specific authors and titles. Books are listed in this catalog under headings which describe the main topics of their content. Subject headings are typed at the top of the catalog card or on a separate guide-card or are highlighted in the tracings.

Subject headings sometimes are the words that first come to mind. For example, CHILDREN'S LITERATURE, MIGRANT LABOR, PHOTOGRAPHY. On the other hand, they may be very different. For example:

Subject	Subject Heading Used
World War I	EUROPEAN WAR, 1914-1918
World War II	WORLD WAR, 1939-1945
American Indians	INDIANS INDIANS OF NORTH AMERICA INDIANS OF SOUTH AMERICA
Rapid transit	LOCAL TRANSIT

Cross reference cards (also called ***see references***) in the Subject Catalog will direct you from a term that is not used to one that is. For example:

Abstract art
see
Art, Abstract

Because the Subject Catalog has gone through changes over a long period of time, you will sometimes need ingenuity and patience to use it successfully. Don't hesitate to ask the staff at the General Reference Desk when you need assistance.

LIBRARY OF CONGRESS SUBJECT HEADINGS LIST

The first step for many projects in library research is to convert your subject assignment into key words and phrases that you can find in the Subject Catalog and other bibliographical sources, such as periodical indexes. You can save time by going first to the two large red volumes of Library of Congress ***Subject Headings*** (sometimes referred to as the "Subject Headings list" or as the "LCSH"). Your chances of finding sources of information will be improved if you use the Subject Headings list to compile the best possible list of key words to use in searching through the Subject Catalog. In Doe Library copies are located in the Subject Catalog Hall and at the Reference Desk. Copies are also available at Moffitt Library and at some branch libraries. This enormous list of terms does several things:

1. It refers you from subject terms that are not used to ones that are.
2. It tells you how a term is subdivided, so that you can sometimes start with a highly specific heading.
3. It may include "scope notes" defining the use of your term, which might not be clear otherwise.
4. It may give you the suggested call number, or call number range, for materials in your subject field or for different aspects of that field. However, be wary of dependence on such numbers. There are often many other classification numbers used for a topic.
5. It leads you to related headings for further information.

The filing arrangement in the LCSH differs from that of the Subject Catalog. LCSH files first by single word and its subdivisions, then by inverted heading, then by heading with parenthetical qualification, finally by heading as part of a phrase. The Subject Catalog files in alphabetical order, ignoring punctuation. Here is an example of each method:

LC Subject Headings	UC Subject Catalog
ANIMALS	ANIMALS
ANIMALS-POETRY	ANIMALS AS ARTISTS
ANIMALS, MYTHICAL	ANIMALS (IN NUMISMATICS)
ANIMALS (IN NUMISMATHCS)	ANIMALS, MYTHICAL
ANIMALS AS ARTISTS	ANIMALS--POETRY

Filing in the Subject Catalog is explained more fully beginning on page 27.

Terms used as subject headings are printed in the Subject Headings list in boldface (dark) type, as seen in the example for ENERGY CONSERVATION on the opposite page.

Under the correct term are three kinds of headings in regular type:

sa: (see also) indicates headings for related or subordinate topics.
x: indicates that a reference has been made from this heading which is never used to the heading in boldface type above it. For example, if you looked up CONSERVATION OF ENERGY RESOURCES, you would be directed to "see ENERGY CONSERVATION".
xx: indicates additional related topics, usually broader in scope.

If you looked up the terms under sa and xx, you would find them printed in boldface type with their own set of sa's, xx's and x's.

The simple rule of thumb is: Use any headings you find appropriate except those listed under x.

Not all the boldface terms listed in the Subject Headings list will be found in the Subject Catalog, only those that apply to the books in the Berkeley collection. The Subject Headings volumes are based on the collection of the Library of Congress, four times larger than UCB's, and therefore include headings for many books not available on this campus.

Cyclotron resonance
Effective mass (Physics)
Energy gap (Physics)
Fermi surfaces
Free electron theory of metals
Hartree-Fock approximation
x Band theory of solids
xx Crystallography, Mathematical
Electrons
Exciton theory
Molecules
Quantum theory
Solids
Wave mechanics
Energy budget (Geophysics)
sa Atmospheric radiation
Bioenergetics
Heat budget (Geophysics)
Hydrologic cycle
Ocean-atmosphere interaction
Terrestrial radiation
x Budget, Energy (Geophysics)
xx Atmospheric radiation
Force and energy
Geophysics
Solar radiation
Terrestrial radiation
Transport theory
Energy conservation *(Indirect)* *(TJ163.3-4)*
Here are entered general works on the conservation of all forms of energy. Works on the conservation of a specific form of energy are entered under that form, *e.g.* Petroleum conservation. Works on the conservation of energy as a physical concept are entered under Force and energy.
sa Petroleum conservation
Recycling (Waste, etc.)
Waste heat
x Conservation of energy resources
Conservation of power resources
xx Conservation of natural resources
Power resources
Recycling (Waste, etc.)
Energy conversion, Direct
See Direct energy conversion
Energy distribution, Spectral
See Spectral energy distribution
Energy gap (Physics) *(QC176.8.E4)*
x Gap, Energy
xx Energy-band theory of solids
Photoconductivity
Solids
Energy levels (Quantum mechanics)
sa Jahn-Teller effect
Level-crossing spectroscopy
Nuclear excitation
Triplet state
x Energy states
xx Nuclear excitation
Nuclear physics
Quantum theory
— Charts, diagrams, etc.
— Tables, etc.
Energy metabolism
sa Basal metabolism
Biochemical oxygen demand
xx Bioenergetics
Metabolism
— Terminology
Energy of immersion
See Heat of wetting
Energy research
See Power resources—Research
Energy resources
See Power resources

Energy states
See Energy levels (Quantum mechanics)
Energy transfer
sa Direct energy conversion
Heat—Transmission
xx Force and energy
Transport theory
— Tables
Enets people
See Entsy
Enfidaville, Battle of, 1943
x Takrouna, Battle of, 1943
xx World War, 1939-1945—Campaigns—Tunisia
Enfield rifle *(UD395.E)*
xx Rifles
Enforcement measures (International law)
See Sanctions (International law)
Enforcement of law
See Law enforcement
Enga (New Guinea people)
x Mae-Enga
xx Ethnology—New Guinea
Enga language
x Tsaga language
xx Papuan languages
Engagement
See Betrothal
Engelmann spruce *(SD397.E5)*
xx Spruce
— Diseases and pests
sa Engelmann spruce beetle
Engelmann spruce beetle
xx Engelmann spruce—Diseases and pests
Engenni language
xx Kwa languages
Engine nacelles (Aeroplane)
See Aeroplanes—Nacelles
Engineering *(Direct)* *(TA; Economics, HD9680-9712)*
sa Agricultural engineering
Aqueducts
Arches
Architecture
Bioengineering
Biomedical engineering
Blasting
Boring
Breakwaters
Bridges
Building materials
Canals
Chemical engineering
Civil engineering
Classification—Books—Engineering
Curves in engineering
Dams
Dikes (Engineering)
Docks
Drainage
Dredging
Earthwork
Electric engineering
Engineering meteorology
Engineering models
Engineers
Engines
Environmental engineering
Fillets (Engineering)
Forestry engineering
Gas engineering
Girders
Harbors
Hydraulic engineering
Industrial engineering
Irrigation
Joints (Engineering)
Low temperature engineering

Machinery
Maintainability (Engineering)
Marine engineering
Masonry
Mechanical drawing
Mechanical engineering
Mechanics
Mensuration
Military engineering
Mining engineering
Municipal engineering
Nuclear engineering
Ocean engineering
Photography in engineering
Plant engineering
Railroad engineering
Railroads—Construction
Reclamation of land
Reliability (Engineering)
Reservoirs
Rivers
Roads
Sanitary engineering
Sea-walls
Statics
Steam engineering
Steam-engines
Strength of materials
Structural engineering
Subways
Surveying
Systems engineering
Tolerance (Engineering)
Tunneling
Ventilation
Walls
Water-supply engineering
x Construction
xx Industrial arts
Mechanics
Technology
— Abbreviations
— Ability testing
— Abstracting and indexing
— Accounting *(TA185)*
— Authorship
See Technical writing
— Bibliography
sa Engineering literature
— Classification
— Cold weather conditions
sa subdivision Cold weather conditions *under specific engineering subjects, e.g.* Civil engineering—Cold weather conditions; Strip mining—Cold weather conditions
x Cold weather conditions (Engineering)
xx Engineering meteorology
— Computer programs
— Congresses *(TA5)*
— Contracts and specifications *(Direct)* *(TA180-182)*
xx Engineering law
Example under Contracts
— Design
See Engineering design
— Electromechanical analogies
— Estimates and costs *(Direct)* *(TA183)*
sa Cost effectiveness
Engineering economy
Mechanical engineering—Estimates and costs
x Civil engineering—Estimates and costs
Example under Cost; Costs, Industrial; *and under reference from* Estimates
— Examinations, questions, etc. *(TA159)*

Conversely, many subject headings not on the list do appear in the Subject Catalog (see "Headings omitted", p. viii of LCSH) because the list gives only examples for certain categories and subdivisions: WAGNER for musicians (not Mozart or Beethoven); LINCOLN, WASHINGTON, and NAPOLEON for rulers and statesmen (not Jefferson or Stalin); HARVARD UNIVERSITY (not Yale for Princeton); UNITED STATES and NEW YORK (CITY) for jurisdictions (not Iceland or Oakland). These and many other representative headings are listed on page xiv of the Subject Headings list to inform you that you cannot expect to find listings printed for most names of persons, corporate bodies, places, particular bridges, chemical compounds, etc.

The words "Direct" and "Indirect" (in parentheses after some subject headings) indicate two methods of subdividing a subject heading by geographical terms. A direct subdivision is REGIONAL PLANNING--MENDOCINO CO., CALIF,; an indirect subdivision is ENERGY CONSERVATION--CALIFORNIA--MENDOCINO CO. If you wish a fuller explanation, read the section "Local subdivisions" on page xii of the Subject Headings list.

Subdivisions of subject headings provide another way to give your research focus. They are listed following a subject and are preceded by a dash. The most commonly used subdivisions are listed and defined on pages xviii-lxxii of the Subject Headings list. They include such terms as:

(SUBJECT HEADING) --BIBLIOGRAPHY
--CONGRESSES
--ENVIRONMENTAL ASPECTS
--PERIODICALS
--POLITICS AND GOVERNMENT
--SOCIAL LIFE AND CUSTOMS

Many subject headings were not subdivided until recent years. With the increase in the number of books published, the trend of the Subject Catalog has been to provide ever more specific terms. The best approach is usually to work from the most specific headings to more general ones. For example, you might start your research on a subject with the heading FLIGHT--PHYSIOLOGICAL ASPECTS--AGE FACTORS; but you should not neglect the books listed under FLIGHT--PHYSIOLOGICAL ASPECTS.

You will notice that there are various forms of subject headings. Because subject catalogs evolve over a long period of time, there is very little logic as to how headings compare with each other in construction. Take these examples of headings for material on women, given in the order in which they appear in the Subject Catalog:

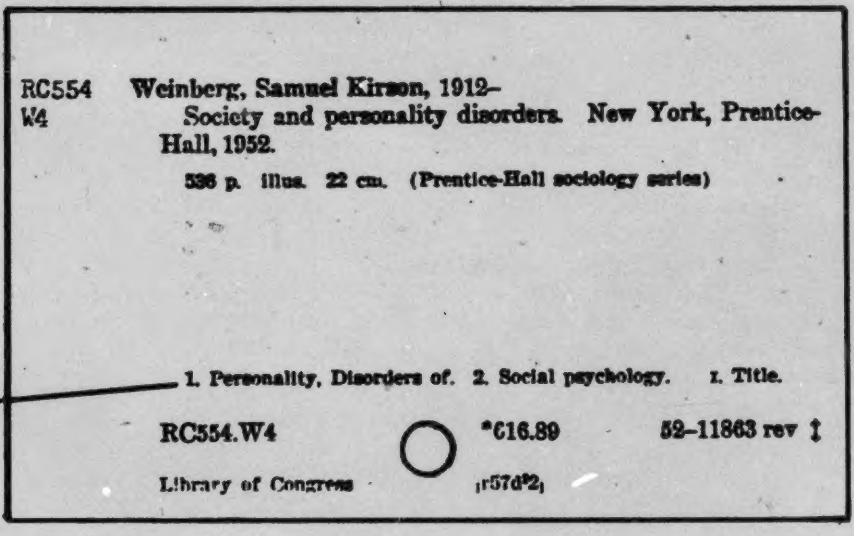
CHURCHWORK WITH WOMEN
WOMAN (THEOLOGY)
WOMEN AND THE SEA
WOMEN AS DIPLOMATS
WOMEN, BUDDHIST
WOMEN IN POLITICS
WOMEN--PORTRAITS
WOMEN SPIES
WOMEN'S RIGHTS

SUPPLEMENTS TO LC SUBJECT HEADINGS

Quarterly supplements with annual cumulations update the Subject Headings list. These supplements sometimes include major changes, especially when social issues are involved. The 1974 changes were not incorporated in the two red volumes. For example, if you look in the 1974 supplement, you will find that the headings for materials about women have been radically changed.

TRACINGS--A USEFUL SHORT CUT

When you are unable to find an appropriate subject heading for your topic, you might try an approach through subject tracings, (see page 10). You can often use these tracings if you already know of a book on a certain subject and want to find additional books on the same subject. (Tracings preceded by Roman numerals tell you the ways the book is listed in the Author-Title Catalog.) For example, you are studying the social aspects of schizophrenia, and you already have the book Society and Personality Disorders by Samuel Weinberg. To find more books on your topic, you can begin by looking up Weinberg's book under his name in the Author-Title Catalog:



RC554 **Weinberg, Samuel Kirson, 1912–**
W4 **Society and personality disorders. New York, Prentice-Hall, 1952.**

536 p. illus. 22 cm. (Prentice-Hall sociology series)

1. Personality, Disorders of. 2. Social psychology. I. Title.

RC554.W4 ***616.89** **52–11863 rev**

Library of Congress **[r57d^{2}2]**

Tracings

The subject tracings on this card are: "Personality, Disorders of" and "Social psychology". Look under these headings in the Subject Catalog to see what else the Library has on these subjects, and check the Subject Headings list for additional lines of pursuit.

When you have found the subject you want in the Subject Catalog, check the tracings on other cards under that subject, especially on newer cards, for possible further leads. Tracings do not always appear on older cards.

Still another approach is possible. For example, when you do not find the terms TENURE or FACULTY TENURE, either in the Subject Headings list or in the Subject Catalog, and your imagination fails you for other terms, you might go to the Author-Title Catalog and look up "tenure" as the first word of a title. There you may find various titles of interest beginning with that word. Tracings on some of these cards will list subject headings such as COLLEGE TEACHERS--TENURE, and TEACHERS--LEGAL STATUS, LAWS, ETC. Now go to the Subject Catalog to check them out. The same approach, if you want materials on "kibbutz," will lead you to the heading COLLECTIVE SETTLEMENTS--ISRAEL.

QUIRKS OF THE SUBJECT CATALOG

The Subject Catalog has some features you should know about:

1. There are no "see also" cards in the Subject Catalog. For suggestions of related terms, consult the xx's and sa's in the Subject Headings list.
2. Some subject headings at the bottom of the card are not repeated at the top. Instead, they are highlighted at the bottom in pink and the card is preceded by a plastic-covered guide card.
3. A blue line appears above some headings on cards. This indicates that the subject heading under the blue line is to be ignored. The blue-lined cards have been filed or interfiled with other cards under a new form of the heading. The new heading appears on a guide card preceding the blue-lined cards. This method is used instead of erasing obsolete headings.
4. The Subject Catalog is not completely guide-carded. Be careful to check for headed cards between the guide cards.
5. Some subject heading cards for newly cataloged books are in a small preliminary file at the end of the Subject Catalog.

SOME MATERIALS WHICH WILL NOT BE FOUND IN THE SUBJECT CATALOG

Not all books in the Library are listed in the Subject Catalog. Some are listed only under the author in the Author-Title Catalog. Some materials not usually in the Subject Catalog are:

Novels, plays, poetry.
Microcopy materials (see Library Orientation leafelt No. 12: Microcopy Collections).
Many theses and dissertations with call numbers beginning 308t.
Some materials from foreign countries acquired under a special government program, with call numbers beginning X480.
Materials in the Temporary Cataloging Pool (TCP) given temporary numbers (such as 5050A, XS259) until complete cataloging can be done.

FILING RULES FOR SUBJECT CATALOG

1. SUBJECT HEADINGS are printed at the top of catalog cards or on separate guide cards. Entries within a subject heading are arranged alphabetically, with different titles by the same author alphabetically, by title:

    Art--France

    Evans, Joan
    Art in medieval France.

    Guide artistique de la France.

    Hautecoeur, Louis
    L'art sous la Révolution...

    Hautecoeur, Louis
    Les beaux-arts en France.

    Pobé, Marcel
    Das Klassische Frankreich.

2. PERIOD DIVISIONS (arranged chronologically) precede other divisions of main headings:

    English literature
    English literature--Early modern (to 1700)
    English literature--18th century
    English literature--20th century
    English literature--History and criticism
    English literature--Study and teaching

3. PERIOD DIVISIONS FOR SOME SCIENCE SUBJECTS are arranged in reverse chronological order:

    Physics--1901-
    Physics--1801-1900
    Physics--Early works to 1800

4. **DIVISIONS OF SUBJECT HEADINGS OTHER THAN PERIOD DIVISIONS** are interfiled in one alphabet, regardless of punctuation:

   Art
   Art--To 1800

   Art--Bibliography
   Art--France
   Art, French
   Art--History
   Art in literature
   Art nouveau
   Art--Study and teaching

5. **WORKS ABOUT AN AUTHOR** are arranged with the author's name alone, then with subject divisions; then with individual works in alphabetical order; then with other headings beginning with the same name:

   Shakespeare, William, 1564-1616

   Shakespeare, William--Anniversaries
   Shakespeare, William--Influence

   Shakespeare, William/All's well that ends well
   Shakespeare, William/The winter's tale

   Shakespeare and company, Paris
   Shakespeare family

6. **POLITICAL DIVISIONS AND OFFICIAL AGENCIES OF A COUNTRY** are interfiled with subject divisions:

   Germany--Bibliography
   Germany (Democratic Republic, 1949-   )
   Germany, Eastern
   Germany (Federal Republic, 1949-   )
   Germany--Foreign relations
   Germany. Heer.
   Germany in literature
   Germany--Intellectual life

7. **RUSSIA** has subject divisions interfiled with the official agencies of the Imperial government. After 1917, official agencies are arranged chronologically under the successive governments:

   Russia. Armii͡a
   Russia--Foreign relations
   Russia. Gosudarstvennai͡a Duma
   Russia--History--1689-1725 (Peter I)
   Russia--History--1941-1944 (German occupation)
   Russia--History--1953--

   Russia--History--Philosophy

Russia (1917- R.S.F.S.R.) Armii͡a
Russia (1923- U.S.S.R.) Armii͡a
Russia (1923- U.S.S.R.) Constitution

8. **ENTRIES ON THE HISTORY OF A PLACE** are arranged chronologically by period (the most inclusive first); then by other divisions;

Gt.Brit.--History
Gt.Brit.--History--To 1845
Gt.Brit.--History--To 1066
Gt.Brit.--History--B.C.55--A.D.449
Gt.Brit.--History--449-1066
Gt.Brit.--History--Pictorial works

9. **ENTRIES ON THE UNITED STATES** are arranged in one alphabetical order; within U.S. History the arrangement is chronological. (Note: the book Subject Headings uses three different alphabetical orders for this subject, and is thus not in accord with UC Library practice in this instance.)

U.S. Army
U.S. Constitution
U.S.--History--1775-1783 (Revolution)
U.S.--History--1861-1865 (Civil War)
U.S.--History--1865-

U.S.--History, Military
U.S.--History--Sources
U.S. Supreme court

10. There are thousands of **CROSS REFERENCES** in the catalog:

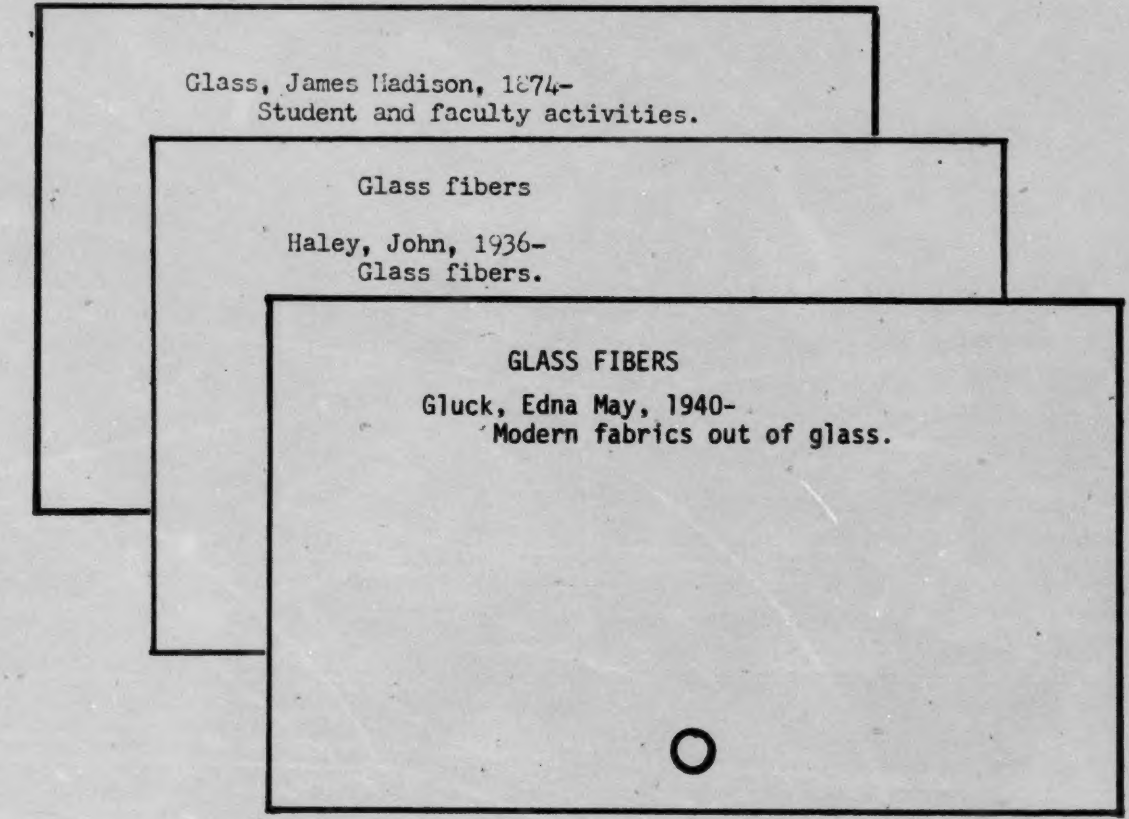
Berkeley, Calif.--Drugs and youth
see
Drugs and youth--Berkeley, Calif.

Cross references under geographic or cultural (ethnic, linguistic, national, racial, and religious) terms are being replaced by a printed list, which will be more nearly complete, easy to use, and convenient for area and ethnic studies. The current edition of the printed list may be consulted at the Subject Catalog and General Reference Service, and at other service points.

FILING IN A DICTIONARY CATALOG

Many branch libraries have a dictionary catalog (interfiled author, title, and subject cards) as opposed to Doe Library's separate Author-Title and Subject Catalogs. When searching in a dictionary catalog use filing rules for both author-title and subject catalogs. Combining the rules becomes complicated only when you are searching for a card the filing word of which may be used for an author, title or subject entry.

EXAMPLE:



Glass, James Madison, 1874-
Student and faculty activities.

Glass fibers

Haley, John, 1936-
Glass fibers.

GLASS FIBERS

Gluck, Edna May, 1940-
Modern fabrics out of glass.

The author cards are filed first, followed by subject and title cards in varying order, depending on the branch library. In some catalogs, the author, title, and subject cards might be interfiled in that order. In others, the order could be author, subject, and then title. A third possibility is author card followed by interfiled title and subject cards.

WORDS FOR THE WEARY

After reading all of these rules, you may now feel confused, or indifferent, and firmly believe you'll never even approach an understanding of the system. However, you have now been alerted to some of the intricacies and complexities that all library users have to face when searching for material in any card catalog.

There are three steps you should always take when you experience difficulty in finding what you are looking for:

1. Check the possibility that the key word may be misspelled.
2. Try all possibilities: this is best done by continuing to look a bit farther in the card tray after you think you've reached the end of the search. This works best with corporate entries and compound surnames.
3. Ask a Reference Librarian to check over your work before you decide that the item you need is not in the Library.

THE SHELF LIST

The third catalog that you will find very useful is the Shelf List, consisting of main entry cards arranged by call number -- the cards are arranged as the books appear on the shelves. You may use this catalog for browsing, which is often more fruitful than browsing in the stacks, since some books may be checked out.

The Doe Library Shelf List is in the Subject Catalog Hall and is the shelf list for the Doe Library stacks only. Each branch library has its own shelf list, but many are not available for public use.

PROBLEM MATERIALS IN THE CARD CATALOGS

SERIES

A *series* is a number of separate works, usually related to one another, issued in succession under a collective title. When author and title cards for individual works in a series do not exist in the Author-Title Catalog, problems can occur. Let's say you are looking for a book for which you do have the author and/or title but you do not find either entry in the catalog. This does not necessarily mean that the library does not have the book in question. It is quite possible that what you seek is a separate volume in a series for which author and title cards have not been made.

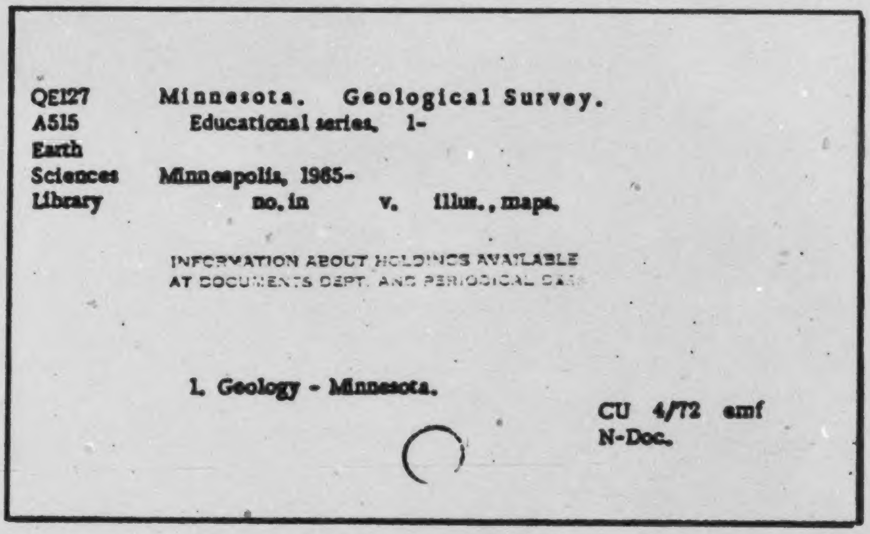
When you are trying to locate such a work your task is to identify the title of the series to which your book belongs. To accomplish this you must turn to sources other than the Author-Title Catalog:

1. Bear, Eleanora A. Titles in Series; a Handbook for Librarians and Students, 1964. This work and its supplements list all the titles in series under the series title (analytics).
2. Library of Congress/National Union Catalog (LC/NUC) Complex (see p. 42). This highly important set will have main entries for each of the volumes in a series cataloged by LC. The title of the series may be easily identified as it will occur within the parentheses at the end of the collation and it may also occur as a series added entry tracing at the close of the LC/NUC entry.
3. Cumulative Book Index (CBI) (see p. 44). This source will also note the series to which a monograph belongs under the main entry of a work.

Having identified a series title by using any of these sources you must then search the Author-Title Catalog to see whether the Library system own it.

One common type of series publication you will find in the Author-Title Catalog consists of issues published by a society, agency, or other corporate body under a non-distinctive series title such as "bulletin", "papers", "publication", and the like. You may approach these series much as you would periodicals (see p. 69), for they receive similar bibliographic treatment.

That is, there are no cards for separate issues in the Author-Title Catalog even though the issues may have individual authors and distinctive titles. Only a main entry card for the series will be found under the corporate author followed by the title. Also like periodicals, all issues of such series will have the same call number. See the example below.



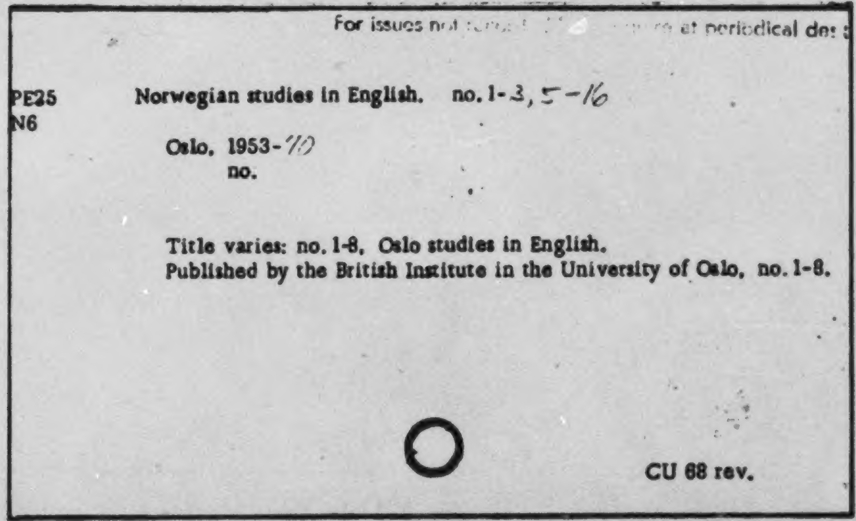
QE127 Minnesota. Geological Survey.
A515 Educational series, 1-
Earth
Sciences Minneapolis, 1965-
Library no. in v. illus., maps.

INFORMATION ABOUT HOLDINGS AVAILABLE
AT DOCUMENTS DEPT. AND PERIODICAL DES

1. Geology - Minnesota.

CU 4/72 emf
N-Doc.

Another type consists of a series of monographic works issued in a uniform style under a collective title. These *monographic series* have been treated variously in the UC Berkeley card catalogs through the years. The least amount of cataloging information consists of only one card under the series title (main entry) along with partial holdings, location information, and call number. The call number remains the same for each individual title in the series; only the volume number (the last element in the call number) will change. Such minimal cards may have stamped notes indicating that you may obtain more information regarding holdings (not authors or titles) at the Periodical Room Information Desk. The following example typifies such a series entry.



For issues not [illegible] inquire at periodical des

PE25 Norwegian studies in English. no. 1-3, 5-16
N6
Oslo, 1953-70
no.

Title varies: no. 1-8, Oslo studies in English.
Published by the British Institute in the University of Oslo, no. 1-8.

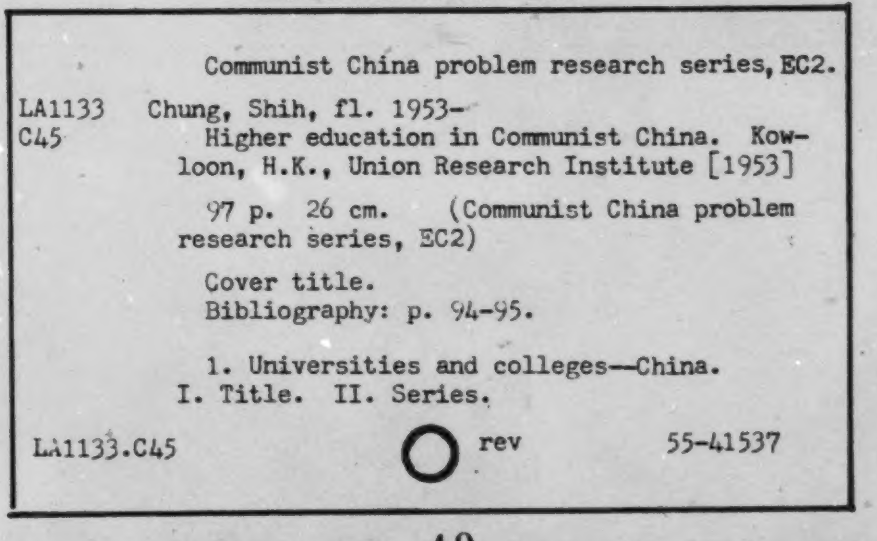
CU 68 rev.

Once you have discovered such a monographic series in the Author-Title Catalog, you may want to further identify all the volumes belonging to it, especially when they treat the same subject. If you found the series title for your book in Baer, you will have already identified the authors and titles of individual volumes issued up to Baer's latest supplement. When, however, you have used LC/NUC or CBI or you want to find out which titles of that series the Library owns, you must do the following:

1. Search the stacks under the series call number. All the titles may be on the shelf so that going directly to the stacks may be the most efficient route. (Should all the volumes in the series not be there and you have not consulted Baer, a recent volume will most likely have a list of previous titles in the series.)
2. Search the Shelf List as it may have main entry cards for individual volumes in a series following the series entry. Or there may be a list of authors and titles of individual volumes (analytics). When this information is available you may proceed directly to the stacks to retrieve the volumes you require.
3. In many instances the Periodical Room will be able to assist you in learning which volumes (not authors or titles) of a series the Library has received.

Monographic series recently cataloged are represented in the Author-Title Catalog by cards for each author and titles in the series. Some series may also have subject cards for individual volumes in the Subject Catalog and thus have received "full cataloging". More important, each volume within such a series will have a series added entry card made for the main entry so that all volumes owned by the Library will be brought together under the title of the entire series. When this much information is given in the catalogs you need not search elsewhere for individual works in a series owned by the Library.

SERIES ADDED ENTRY CARD



Communist China problem research series, EC2.

LA1133 Chung, Shih, fl. 1953-
C45 Higher education in Communist China. Kowloon, H.K., Union Research Institute [1953]

97 p. 26 cm. (Communist China problem research series, EC2)

Cover title.
Bibliography: p. 94-95.

1. Universities and colleges—China. I. Title. II. Series.

LA1133.C45 ○ rev 55-41537

When all the volumes in a series are on the same subject they will have the same classification number; when, however, separate monographs in the series treat different topics, their classification numbers will be different. You may easily obtain additional information on your topic when all the volumes in a series are on the same subject. A series of fifteen volumes on the same subject, however, should not be given as fifteen separate citations in a bibliography, but merely as one citation under the series title.

BOOKS IN PROCESS, TEMPORARY CATALOGING POOL

Materials that have been given incomplete cataloging are in two major groups: Books in Process and the Temporary Cataloging Pool (TCP).

The "Books in Process List" contains a small percentage of recently acquired materials soon to be cataloged. However, the majority of materials awaiting cataloging will not be found in any list. The "Books in Process List" is on microfiche; reading equipment is in R&B, the Subject Catalog Hall, the Loan Hall, and other campus libraries.

Temporary Cataloging Pool cards have been issued for library materials which probably will never be more fully cataloged because the works are considered to be of insufficient interest. Materials given TCP cataloging have only main entry cards in the Author-Title Catalog.

> Because these and so many other items have been given main entry cataloging only, it is necessary that you use bibliographies and indexes to supplement the card catalog.

	Author, Title, Subject	Main Entry Only	No Cataloging	FOR MORE INFORMATION CONSULT:
Books in Process			X	"Books in Process List" on fiche
Dissertations, Theses		X		General Reference & Branches
Films			X	UC Extension Media Center & Public Libraries
Manuscripts (letters, diaries, etc.)			X	Bancroft, Law, Music
Maps			X	Map Room
Microcopy	some	some		Newspaper/Microcopy Room & Library Orientation Leaflet #12
Music scores			X	Music Library & Public Libraries
Newspapers		X		Newspaper/Microcopy Room
Pamphlets	some	some		Special "pam" collections in most libraries
Periodicals	X			Periodical Room & Handbook, p.
Phonorecords			X	Newspaper/Microcopy Room, Music & Morrison Libraries, Public Libraries
Photographs			X	Bancroft & Public Libraries
Series	some	some		R&B, Periodical Room, & Handbook, p. 32.
Temporary Cataloging Pool		X		Cataloging Information Desk, Loan Hall

HOW DIFFERENT FORMS OF MATERIALS ARE REPRESENTED

IN DOE LIBRARY CATALOGS

SECTION II:

LIBRARY MATERIALS

REFERENCE MATERIALS AND SERVICES

A Reference Work is one to which you refer for a specific piece of information, while ignoring the remaining contents. There are many different types of Reference Materials: trade bibliographies, periodical indexes, encyclopedias, dictionaries, to name a few. Materials of this type can be divided into two broad categories:

1. Directional materials, which usually do not provide definitive information, but rather direct you to sources of needed information; and
2. Source materials, which will themselves contain the information you need.

The line between directional and source materials is often indistinct; depending on your needs, some source materials also may serve as directional materials, and vice versa.

Using reference materials in a library system can usually be seen in terms of EITHER:

1. answering a specific question, for example: How high is Mount Everest? or, When did William Shakespeare die?, by using reference materials designed to provide facts quickly, often called *ready reference* materials. There are many thousands of such materials in the University Library system, and examples will be given below. Bibliography I is not designed to acquaint you with all ready reference materials, just a selected few. If you have a question requiring this kind of information, you may want to ask a reference librarian for help. OR,

2. researching a subject. Such research may involve many specific questions, the answers to which may lead to more questions; in fact, library research can be a seemingly endless progression of questions. Subject searching, using campus library resources, is a prime concern of Bibliography I--that is, Bibliography I will help you develop a plan or strategy for effective library research.

Even though all the resources of a library system can be considered "reference" materials, the most familiar kind of reference material is the reference book. The Reference & Bibliography Room (R&B) of Doe Library has the largest single collection of reference books on campus. This collection, and Doe Library generally, has a subject emphasis in the Social Sciences and the Humanities. Reference books for those subject fields which have branch libraries (see page 140) are housed in the appropriate branches. Thus, R&B has only a few selected reference books concerning forestry, biology, music, etc., whereas branch libraries hold the major reference collections for their fields.

When you are using a reference book for the first time, ask yourself: how does it work? That is, how is it organized? What information does it contain? What sorts of information does it exclude? What time period does it cover? And, of course, will it be useful for your research purposes?

The quickest way to answer these questions is to take a few minutes before using the book and briefly scan the preface, introduction, and especially the instructions for use contained in most reference books. See how the book is arranged by looking at the table of contents, and see whether the book is indexed. Some reference books are well organized and easy to use; others are badly organized and confusing, but, in many cases, are the only ones available.

DIRECTIONAL MATERIALS

Bibliographies are central to effective library use. The kind of bibliography with which this course is concerned is called "enumerative" or "systematic" bibliography--simply a list of writings and other forms of publications. The materials found on any particular list are present because all items have something in common--for example, they are written by the same person; they are published in the same country; they deal with the same subject; etc.

Your task is to decide which bibliographies to use in a given situation.

LIBRARY CATALOGS

Library catalogs come in many different formats. The most familiar format is the card catalog, discussed in Section I. The catalogs of other libraries published in book form also may be useful. These are read in the same way as a card catalog. There are many great research libraries in the world including, of course, the University of California Libraries. The printing of book catalogs of these research libraries make knowledge about their holdings readily available to library users anywhere in the country. Many items in such collections will be found in no other library, but are available to you through interlibrary loan (see page 122). Or, the catalog of a specialized research library may be arranged so that it will uncover material available in the University of California Libraries you may not have found in any other way.

Following is a representative list of printed library catalogs; many others are available in Doe Library's Reference Stack area. For subjects not covered below, check the R&B Card Catalog under: (SUBJECT)--Bibliography.

American Philosophical Society. Guide to the Archives and Manuscript Collections of the APS, 1966.

Arthur and Elizabeth Schlesinger Library on the History of Women in America. The Manuscript Inventories and the Catalogs of Manuscripts, Books and Pictures, 1973.

Early Non-Conformity, 1566-1800; A Catalogue of Books in Dr. Williams' Library, 1968.

Fisk University, Nashville. Library. Dictionary Catalog of the Negro Collection..., 1974.

Folger Shakespeare Library. Catalog of Printed Books..., 1970.

Hoover Institute of War, Revolution, and Peace. Catalog of the Western Language Collection, 1969; 1972 Supplement.

New York Metropolitan Museum of Art. Library Catalog, 1960.

UNIVERSAL AND NATIONAL BIBLIOGRAPHIES

Systematic or enumerative bibliographies attempt to list books, journals, pamphlets, and other materials which, when taken together, comprise the record of mankind's intellectual achievements.

National bibliographies, which list publications issued in a single country, and trade bibliographies, which record publications of interest to publishers and book-sellers (the "book-trade"), are two common types of systematic bibliography. Neither of these, however, approach the ideal of universal bibliography--an exhaustive world-wide listing of the literature in all fields appearing throughout history. Perhaps the closest thing to a true universal bibliography is the published book catalog of a great national library, whose holdings are not limited by such artificial barriers as language or country of origin. Institutions such as the British Library (formerly the British Museum Library), the Bibliothèque Nationale, and the Library of Congress (LC) are national libraries of this type. Even when taken together, however, they fall short of a true universal bibliography--their collective holdings do not comprise a complete collection of the total number of publications that have passed off the presses of the world since the invention of movable metal type.

Published book catalogs, such as the Library of Congress/National Union Catalog (LC/NUC) Complex (see below), are useful for a number of reasons:

1. for locating materials not available locally, but only through interlibrary loan;
2. for verifying the existence of certain publications, determining proper main entry, and providing supplementary descriptive information;
3. for decisions relating to acquisitions--a library may not purchase a particular item if it is available at a near-by library; and
4. for psychological reasons--it is nice to have some measure of control over the vast amount of material published each year.

The LC/NUC Complex consists of:

NUC Pre-1956 Imprints, 1968+. In the process of being published, this set will be completed in 1979 in approximately 610 volumes.

NUC 1956 through 1967, 1970-75, in 125 volumes.

NUC Current, 1968+, in monthly, quarterly, and annual issues.

Since the first set noted above is in the process of being published, when the main entry of an older publication for which you are looking falls near the end of the alphabet, you may find it necessary to use:

LC/NUC Author Lists, 1942-1962: A Master Cumulation, which replaces a series of older sets published since 1945, upon which the LC/NUC Complex is based.

You should remember that even though a book is published in a certain year, it may not appear in the LC/NUC compilation of that year. There may be a time lag and it may appear in a later compilation. In addition, there are numerous cross references provided in the LC/NUC Complex; if you can not find a book under the first term you use, do not give up. Try another entry or use a later set of the LC/NUC Complex.

The NUC is a *union* catalog, giving library locations for books in about 700 North American libraries. Since June 1965 the LC has also published the NUC Register of Additional Locations, recording locations reported to the NUC after titles had appeared in a published cumulation.

Since 1950, entries in the LC/NUC Complex have been rearranged by subject and published in annual sets called the LC Books: Subjects series, now retitled the LC Subject Catalog. This series of volumes is most useful to the student who does not know the author of a book and wants to see what books have been written on a certain topic. The LC Subject Catalog, 1950+, uses LCSH subject headings and may be used to supplement the Library's subject catalogs.

The Library of Congress also publishes analogous catalogs of specialized material:

LC/NUC Motion Pictures and Filmstrips. 1953+, since 1973 titled: Films and Other Materials For Projection.

LC/NUC Music and Phonorecords, 1953+ since 1973 titled: Music, Books on Music, and Sound Recordings.

Another indispensable bibliography is the Cumulative Book Index (CBI), 1898+, which attempts to list all English books wherever published, and all U.S. publications regardless of language. Since the CBI includes a subject approach, you can use it to supplement the Library's subject catalogs.

TRADE BIBLIOGRAPHIES

Books are produced by business firms called *publishers*. When an author completes a book, s/he may sell the rights of publication to a publisher, who then assumes responsibility for seeing the book through the various stages of "publication"--bringing the book to the reading public. A "printing" is the number of copies of a book produced at any one time; if the supply of an especially popular book is exhausted, the publisher may order another printing--this printing is identical in most respects to that of the first. Some popular books may go through many printings, in both hardcover and paperback. As long as a publisher has copies of a particular book available in the warehouse--even though it may have been published many years before--it is *in-print*. When the supply is exhausted, the book goes *out of print*, or "o.p." When significant changes are made in the contents of a book, the publisher may choose to issue a new, revised, or second edition; later editions are then usually numbered 3rd, 4th, 5th, etc.

For research in which recently published materials are essential, the use of current trade bibliographies is important. You may use trade bibliographies to identify new materials on topics of interest, to purchase books, or to verify information obtained from older sources. When you find a book in such a guide which, after checking Doe Library's Author-Title Catalog, does not appear to be in the Library system, check the "Books in Process List" available on microfiche. Due to processing delays a book often will be available in the Library system long before cards are filed in the Author-Title Catalog. There are a number of bibliographies of current materials with which you should become familiar.

Books in Print (BIP)
Subject Guide to Books in Print
BIP Supplement

BIP is an annual listing arranged separately by author, title, and subject (Subject Guide to BIP), of around 360,000 in-print books; the total increases every year. In addition to author, title, and subject, information given in the various volumes of BIP includes: price, edition number, type of binding, publisher, year of publication, illustrations, the name of the series to which the book belongs, if any, and the ISBN. With this information BIP can be used to order any in-print book.

The BIP Supplement is an annual updating of BIP, published six months after BIP. The Supplement lists new and forthcoming books, price changes, and books that have gone o.p. since BIP was issued. The Supplement has an author, title, and subject approach.

Publishers' Trade List Annual (PTLA)

The PTLA is an annual collection of in-print books arranged by publisher, and is useful when you know a publisher who issues books in your subject field.

Weekly Record and American Book Publishing Record (ABPR)

The Weekly Record and the ABPR are used to obtain the most recent publishing information. They comprise a record of the majority of publications issued by American publishers for a given week, month, and year.

Here are a number of other in-print lists covering specific subjects or types of publication; information given overlaps with several BIP volumes:

Forthcoming Books

Subject Guide to Forthcoming Books

Paperbound books in Print

Scientific and Technical Books in Print

There are other in-print lists for U.S. publications; similar research tools exist for most major nations of the world. For specific titles, check a general guide to reference materials (see page 46).

RETROSPECTIVE BIBLIOGRAPHIES

Suppose you wanted to find the titles of books dealing with "witchcraft" published in the American colonies in the 1790s? If you already knew several authors, you could begin by checking NUC Pre-1956 Imprints. If you have no authors, you could check a retrospective bibliography which covers the appropriate time span and provides a subject approach. Retrospective bibliographies are often yesterday's in-print bibliographies (such as the CBI), or are scholarly historical compilations. Two of the most famous historical compilations are:

Sabin, Joseph. Dictionary of Books Relating to America (also called Bibliotheca Americana), which lists books about America which have appeared from about 1500 through the late nineteenth century.

Evans, Charles. American Bibliography, which lists early American publications through 1800. Each volume has an author, classified subject, and a printer/publisher index.

Many retrospective bibliographies are erratic in arrangement, coverage, and purpose, but often nothing better has ever been published. Many of the actual works cataloged in retrospective bibliographies are available on microcopy in the Newspaper/Microcopy Room (see page 101). Retrospective bibliographies have been published for many other countries as well. For citations check a general guide to reference materials (see below).

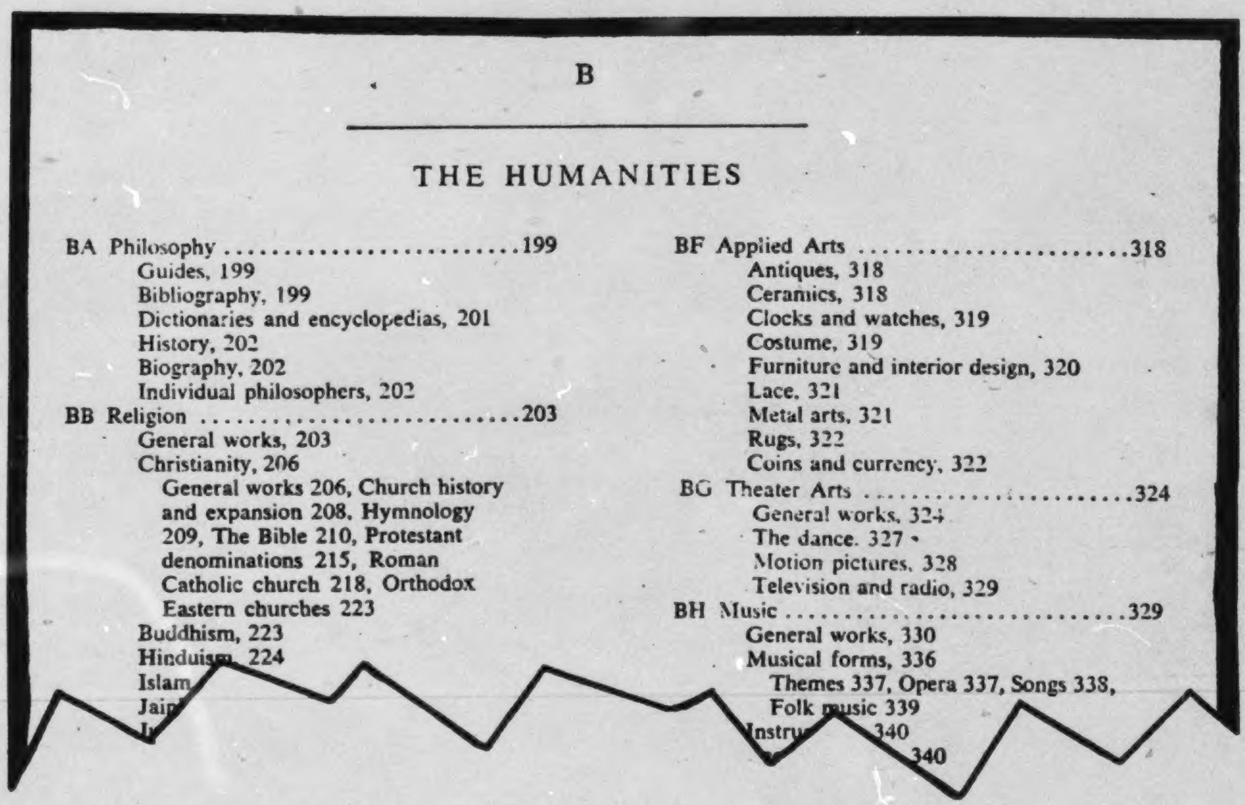
GENERAL GUIDES TO REFERENCE MATERIALS

Another kind of directional reference material is the bibliography of reference works--that is, a reference book which leads you to other reference books. A general guide to reference materials is usually arranged by broad subject area.

The most recent general evaluative guide to reference materials is Eugene P. Sheehy's Guide to Reference Books (formerly Winchell's), 9th edn., 1976, which lists over 10,000 reference materials of various types.

To use Sheehy, first look at the table of contents, which reflects the division of reference materials into five major groups: General, The Humanities, Social Sciences, History and Area Studies, and Pure and Applied Sciences. Subdivisions are arranged by subject and then by form.

The example below is taken from Winchell's Table of Contents*



B

THE HUMANITIES

BA Philosophy 199
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BB Religion 203
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BF Applied Arts 318
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- Ceramics, 318
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- Costume, 319
- Furniture and interior design, 320
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BG Theater Arts 324
- General works, 324
- The dance, 327
- Motion pictures, 328
- Television and radio, 329

BH Music 329
- General works, 330
- Musical forms, 336
  - Themes 337, Opera 337, Songs 338, Folk music 339
- Instru 340
- 340

The broadest divisions are designated by a single letter--B for Humanities, C for Social Sciences, etc.,--and the subdivisions under which each major area are designated by the addition of a second letter: BA for Philosophy, BB for Religion, BG for Theater Arts, etc.

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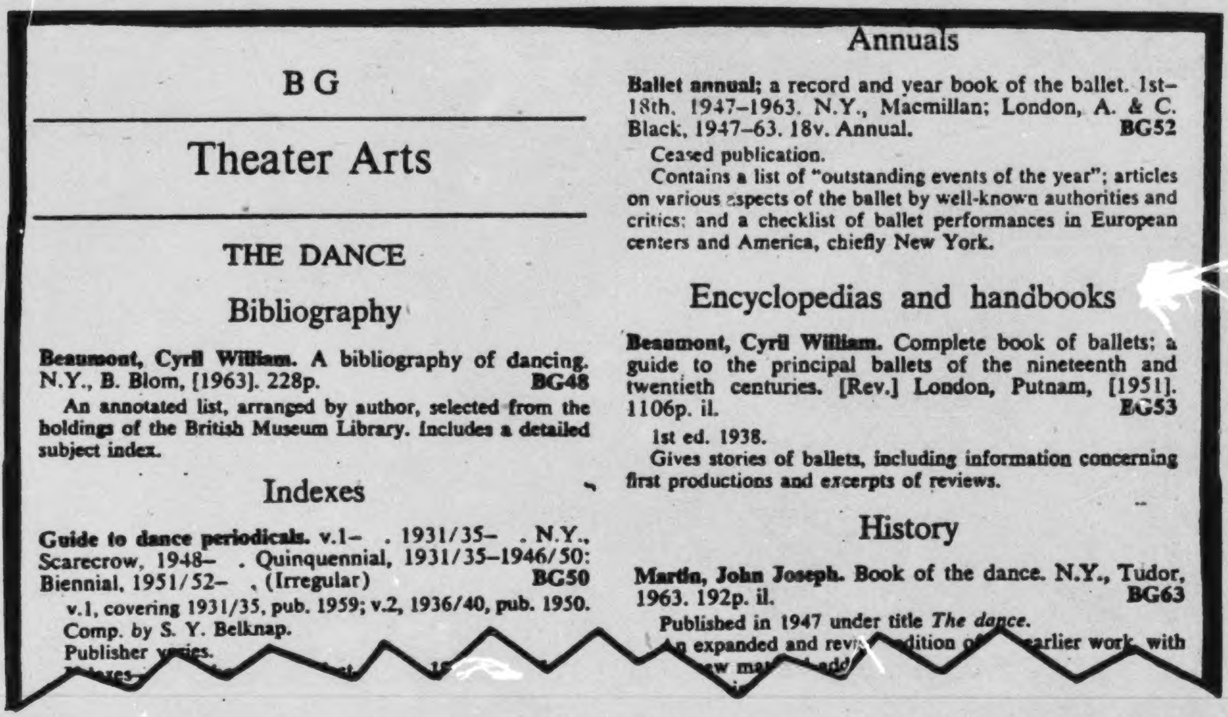
*At this writing, Sheehy has yet to be published.

When you locate your subject on the page indicated in the table of contents, you will notice additional subdivisions: Form divisions, such as: Guides, Bibliography, Dictionaries & Encyclopedias, History, and Biography; Period divisions, such as: Medieval, 16th and 17th centuries, etc.; and Geographical divisions. Note: Indexes to periodical articles may be listed under three subdivisions; Abstract Journals, Indexes, and Current Literature. The following example is taken from the BG section of Winchell:



B G

Theater Arts

THE DANCE

Bibliography

Beaumont, Cyril William. A bibliography of dancing. N.Y., B. Blom, [1963]. 228p. BG48

An annotated list, arranged by author, selected from the holdings of the British Museum Library. Includes a detailed subject index.

Indexes

Guide to dance periodicals. v.1– . 1931/35– . N.Y., Scarecrow, 1948– . Quinquennial, 1931/35–1946/50: Biennial, 1951/52– , (Irregular) BG50

v.1, covering 1931/35, pub. 1959; v.2, 1936/40, pub. 1950.

Comp. by S. Y. Belknap.

Publisher v ies.

Annuals

Ballet annual; a record and year book of the ballet. 1st–18th. 1947–1963. N.Y., Macmillan; London, A. & C. Black, 1947–63. 18v. Annual. BG52

Ceased publication.

Contains a list of "outstanding events of the year"; articles on various aspects of the ballet by well-known authorities and critics; and a checklist of ballet performances in European centers and America, chiefly New York.

Encyclopedias and handbooks

Beaumont, Cyril William. Complete book of ballets; a guide to the principal ballets of the nineteenth and twentieth centuries. [Rev.] London, Putnam, [1951]. 1106p. il. BG53

1st ed. 1938.

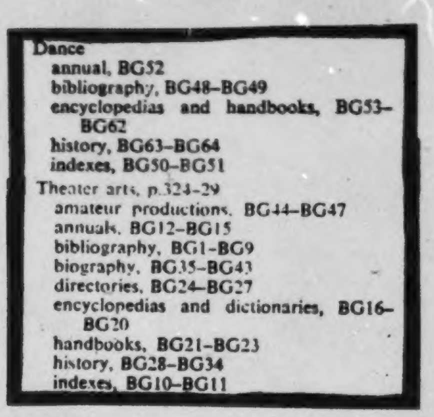
Gives stories of ballets, including information concerning first productions and excerpts of reviews.

History

Martin, John Joseph. Book of the dance. N.Y., Tudor, 1963. 192p. il. BG63

Published in 1947 under title *The dance.*

An expanded and rev edition o earlier work with



Dance
  annual, BG52
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  encyclopedias and handbooks, BG53–BG62
  history, BG63–BG64
  indexes, BG50–BG51
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  amateur productions, BG44–BG47
  annuals, BG12–BG15
  bibliography, BG1–BG9
  biography, BG35–BG43
  directories, BG24–BG27
  encyclopedias and dictionaries, BG16–BG20
  handbooks, BG21–BG23
  history, BG28–BG34
  indexes, BG10–BG11

The index to Sheehy includes authors, subjects, and titles arranged in a single alphabet, where *entry numbers* (C136,BG52) rather than page numbers are used.

A reference book that covers more than one subject--for example, a book covering zoology, botany, entomology, and genetics--will not be listed under each of the subject divisions, but only once under a *broader* subject that includes them all. A specific example: *Biological Abstracts* is the best source for zoology, and yet it is not listed under zoology, but only under Biological Sciences; under zoology you will find only those reference works that deal *exclusively* with zoology. For this reason you will often need to look under two or more subject headings. For example:

For French Literature, look under: Literature,
Romance Languages, and
French.

For American History, look under: General History,
The Americas, and
United States.

NOTE: You should not expect always to find your precise topic listed in a general guide such as Sheehy. Citations for *newer* subjects, whose place has not yet been sufficiently defined, may be omitted entirely; and information on highly refined (specific) subjects can be located only by using a much *broader* subject approach.

In addition to Sheehy, here are two other general guides:

Walford, Alfred J. *Guide to Reference Materials*.

Walford's 3-volume guide is arranged in a manner similar to Sheehy, but includes many more British titles (which is natural, since Walford is published in Great Britain), as well as more European and non-European reference materials.

American Reference Books Annual (ARBA), 1970+

ARBA is limited to titles published or distributed in the United States and is comprehensive. Thus it includes even poor reference materials in its listings, whereas both Sheehy and Walford try to select "the best" reference materials.

GUIDES TO SPECIFIC SUBJECT FIELDS

In addition to general guides to reference materials which cover many subjects, there are guides to the literature of specific subject fields, known as "guides to the literature", or "guides to library research". These guides do for specific subjects what Sheehy tries to do for all subjects. The coverage of these specialize guides is, of course, in more depth, and while each one is different, most include:

1. sections on basic reference tools for the subjects, with instructions on how and when to use them;
2. the titles of definitive works and major journals in the subject field; and
3. special bibliographic and stylistic information.

To be of any value, a reference guide must be fairly new--after ten years its usefulness is limited. In the sciences the currency of information is perhaps more important than in the humanities and the social sciences.

The following list does not include all the available guides. You may find one for your subject by using the card catalog. There is no special subdivision in the catalog for guides. They are usually placed with bibliographies under the heading: (SUBJECT)--Bibliography. You should also consult Sheely, Walford, and ARBA.

SOCIAL SCIENCES

White, Carl. Sources of Information in the Social Sciences: A Guide to the Literature, 1973.

The second edition of this important guide is international in scope and includes separate chapters on social science literature, history, geography, economics and business, sociology, anthropology, education, and political science. Each chapter includes a section on the historical development and subject structure of the discipline, and a reference-bibliographical section.

American Historical Association. Guide to Historical Literature, c1961.

Andreano, Ralph. The Student Economist's Handbook, 1967.

Bakewell, K.G.B. How To Find Out: Management and Productivity, 1970.

Bart, Pauline. The Student Sociologist's Handbook, 1971.

Bell, James. A Guide to Library Research in Psychology, 1971.

Brewer, J. Gordon. The Literature of Geography: A Guide to Its Organization and Use, 1973.

Brock, Clifton. The Literature of Political Science: A Guide for Students and Teachers, 1969.

Burke, Arvid. Documentation in Education, 1967.

Coman, Edwin. Sources of Business Information, 1964.

Fletcher, John. The Use of Economics Literature, 1971.

Frantz, Charles. The Student Anthropologist's Handbook, 1972.

Freidel, Frank. Harvard Guide to American History, 1974.

Harmon, R.B. Political Science: A Bibliographic Guide to the Literature, 1965; 3 Supplements, 1968-1974.

Harris, Chauncy. Bibliographies and Reference Works for Research in Geography, 1967.

Hepworth, Philip. How to Find Out in History, 1966.

Johnson, Herbert. How to Use the Business Library, 1972.

Maltby, Arthur. Economics and Commerce: the Sources of Information, 1968.

Martinson, Thomas. Introduction to Library Research in Geography, 1972.

Merritt, Richard. The Student Political Scientist's Handbook, 1969.

Poulton, Helen. The Historian's Handbook: A Descriptive Guide to Reference Works, 1972.

Sarbin, Theodore. The Student Psychologist's Handbook, 1963.

Schutze, Gertrude. The Social Sciences: A Bibliography of Guides to the Literature, 1968.

Stevens, Rolland. Reference Books in the Social Sciences and Humanities, 1966.

HUMANITIES

Bell, Inglis. A Reference Guide to English, American, and Canadian Literature, 1971.

Bond, Donald. A Reference Guide to English Studies, 1971.

Borchardt, D.H. How to Find Out in Philosophy and Psychology, 1968.

Carrick, Neville. How to Find Out About the Arts, 1965.

Chamberlin, Mary. Guide to Art Reference Books, 1959.

Duckles, Vincent. Music Reference and Research Materials: An Annotated Bibliography, 1974.

Gohdes, Clarence. Bibliographical Guide to the Study of the Literature of the U.S., 1970.

Kennedy, Arthur G. A Concise Bibliography for Students of English, 1972.

Phillips, Margaret. Guide to Architectural Information, 1971.

SCIENCE AND TECHNOLOGY

Grogan, Denis. Science and technology: An Introduction to the Literature, 1970.

Written primairly for students, this guide is arranged by form rather than discipline, and includes 20 chapters covering all the basic types of reference materials. There are also chapters on non-reference materials.

Jenkins, Frances. Science Reference Sources, 1969.

Jenkins is an unannotated checklist of about 1600 titles arranged in ten subject sections, with subdivisions based on type of reference book. Each entry shows the call number assigned by the University of Illinois Library, not necessarily the same as that used by the University of California.

Lasworth, Earl James. Reference Sources in Science and Technology, 1972.

Lasworth is a non-evaluative checklist of reference books, which also includes some material on research in the library, periodicals, use of the card catalog, and bibliographic form.

Blanchard, Joy R. Literature of Agricultural Research, 1958.

Bottle, R.T. The Use of Biological Literature, 1971.

_____. The Use of Chemical Literature, 1969.

Carter, Ciel. Guide to Reference Sources in the Computer Sciences, 1974.

Dick, Elie M. Current Information Sources in Mathematics, 1973.

Kemp. David. Astronomy and Astrophysics: A Bibliographic Guide, 1970.

Kerker, Ann. Biological and Biomedical Resource Literature, 1968.

Pemberton, John. How to Find Out in Mathematics, 1969.

Pritchard, Alan. A Guide to Computer Literature: An Introductory Survey of the Sources of Information, 1972.

Smith, Roger. Guide to the Literature of the Life Sciences, 1972.

Ward, Dederick. Geologic Reference Sources, 1972.

Whitford, Robert. Physics Literature: A Reference Manual, 1968.

Wood, D.N. Use of Earth Sciences Literature, 1973.

Another kind of subject bibliography are the annual updates of scholarly works within various academic disciplines, such as Year's Work in Classical Studies and Year's Work in Librarianship.

BIBLIOGRAPHIES OF BIBLIOGRAPHIES

A "bibliography of bibliographies" is a list of bibliographies. If you are researching a particular topic and want to determine whether any bibliographies have been published on it, a good place to begin is with a bibliography of bibliographies. Two important ones are:

> Bibliographic Index, 1938+ This index is arranged by subject, and includes separately published bibliographies as well as those found in books, pamphlets, and journal articles. A bibliography must contain more than 50 citations to be included in Bibliographic Index; and
>
> Besterman, Theodore. A World Bibliography of Bibliographies lists by subject over 117,000 items from over 17,000 separately published bibliographies appearing before 1963, and is particularly useful for topics in the humanities.

Another way of discovering subject bibliographies is to consult a general guide to reference materials (a "bibliography" is a particular form of reference material) or use subject card catalogs under the heading: (SUBJECT)--Bibliography. By using the card catalogs you will find material you know is available in the Library. There are many thousands of such bibliographies.

A selection of subject bibliogrpahies on topics of current interest includes:

American Indian and Eskimo Authors: A Comprehensive Bibliography.

The Black Woman in American Society.

Cesar Chavez and the United Farm Workers: A Selected Bibliography.

Confrontation, Conflict, and Dissent: A Bibliography of a Decade of Controversy, 1960-1970.

Homosexuality: An Annotated Bibliography.

Women at Work: An Annotated Bibliography.

INDEXES and ABSTRACTING JOURNALS are used primarily in relation to periodical literature. For a full discussion of this form of reference material see page 72.

HOW TO FIND REFERENCE MATERIALS:

1. Use a card catalog or published library catalog which includes a subject approach by checking the heading:

(SUBJECT)--(APPROPRIATE SUBDIVISION)

The following subdivisions, with variations under some headings, are used in the subject catalogs under any subject heading as required:

--Abstracts
--Addresses, essays, lectures
--Bibliography
--Bio-bibliography
--Case studies
--Collected works
--Collections
--Congresses
--Dictionaries
--Directories
--Exhibitions
--Film catalogs
--Handbooks, manuals, etc.
--History (for literature & music
  use: --History and criticism)
--Indexes
--Outlines, syllabi, etc.
--Periodicals
--Societies, etc.
--Statistics
--Study and teaching
--Yearbooks

2. Use various national, trade, and retrospective bibliographies.

3. Use general guides to reference materials, guides to the literature of a subject field, and bibliographies of bibliographies.

4. Ask a reference librarian--a professional trained to deal with questions of this type.

BIBLIOGRAPHIES FROM COMPUTERS

Computers are complex machines which organize information. They store, scan, and print data on command, and can produce a wide variety of library tools. Prominent among these are computer generated bibliographies, such as the UC Berkeley, Serials Key Word Index and LC/NUC. Information is stored in computers on magnetic tapes or discs, from which catalog cards may be produced. Citation indexes (see p. 75) are good examples of the complexity of information that computers can easily handle.

One of the more interesting applications of computer technology to our information needs can be seen in the area of computerized literature searching. Information similar to that found in printed indexes (see page 72) is stored in the computer. A complete file of this information is called a data base. The computer is instructed to search its data base for your particular subject. Printed indexes generally appear two weeks to four months following the publication of the material they index. With computers, the time lag is considerably less. Instead of spending hours looking through several volumes of indexes, catalogs, etc., you can pay for a computerized search. In addition, with an index you can look up only one term at a time, whereas computers can be instructed to retrieve data which cross-links two or more concepts, such as nutrition and mental illness. Computer searching, therefore, is much more efficient.

Some searches of files are "retrospective" since bibliographies can be compiled for several years back, up to the present. Computerized searches are also used to keep specialists up-to-date in their fields of interest. This aspect of information retrieval is known as "current awareness", or "selective dissemination of information" (SDI). The computer is told which data bases to search on a regular basis (weekly or monthly) and which search terms to use. Current articles and books, just indexed, are retrieved from the computer. References, and abstracts when available, are printed and mailed to whomever has paid for the service. In this way you know what is being published in your area of specialization as it appears.

Retrospective and current awareness searches vary in price depending on the rates established by various computer services, and not by the university.

The searches are priced between $11 and $50 per bibliography. A more detailed brochure is available in R&B and several branch libraries. Reference librarians at the appropriate libraries are the people to contact.

DATA BASES AVAILABLE ON CAMPUS

BIOSIS = Biological Abstracts & BioResearch Index
CAIN = Bibliography of Agriculture
CHEMCON = Chemical Abstracts Condensates
ERIC = Resources in Education; Current Index to Journals in Education
NTIS = Government Research and Technical Reports
NYTIB = New York Times Information Bank
PA = Psychological Abstracts
SSCI = Social Sciences Citation Index
SSIE = Research in progress, from Smithsonian Science Information Exchange
MEDLINE = Index Medicus
CANCERLINE = Cancer Literature
TOXLINE = Toxicological Literature

As people learn more sophisticated programming techniques, computers will become more prominent in libraries and information centers. The card catalog could very well be replaced by the computer. Today's catalogs are often computer-produced and the print-outs bound into book form. This is one type of book catalog. In the future catalogs will be eitherproduced on microfiche or "on-line". "On-line" means that you communicate directly with the computer and do not have to wait for the data to be printed on microfiche or paper.

SOURCE MATERIALS

As already explained, the line between "directional reference materials" (which direct the user to sources of needed information) and "source reference materials" (which are themselves the source of information) is often indistinct. Some source materials may also serve as directional materials, and vice versa. The specific types of source reference materials to be discussed are:

Encyclopedias
Fact Sources, or Compendia, including: Yearbooks/Annuals,
Almanacs,
Handbooks/Manuals,
Directories

Dictionaries, and other books about words
Biographical sources
Geographical sources

ENCYCLOPEDIAS

There are three kinds of encyclopedias: general, subject, and national. Many foreign language encyclopedias are also published, and can be any of the three types. Encyclopedias are most useful for defining and describing a topic and providing background information prior to beginning research. Encyclopedia articles are often written by an authority in the field whose name, when checked in the Author-Title Catalog, might provide leads to further information. Most encyclopedia articles are followed by selected reading lists. When using encyclopedias, be sure to use the index (often a separate volume) and any cross references.

General Encyclopedias

General encyclopedias contain definitions and descriptions of subjects in all fields of knowledge--well summarized information on almost everything.

Encyclopaedia Britannica 3
The Britannica is one of the more scholarly general encyclopedias. The new 1973 edition is published in three parts: the Propaedia, Micropaedia, and Macropaedia. Two earlier editions of the Britannica, the 9th and the 11th, are often useful for long scholarly articles on subjects in which current information is not essential.

Encyclopedia Americana

The Americana is especially useful for articles on American places, organizations, and institutions. Like most other encyclopedias, the Americana has adopted the policy of "continuous revision", rather than issuing new editions every few years.

Other general encyclopedias include: Collier's Encyclopedia, Chamber's Encyclopedia, and the Columbia Encyclopedia.

Subject Encyclopedias

There are numerous encyclopedias which specialize in particular subjects. These often provide more detailed information on the topics they cover, and can thus be more useful than a general encyclopedia.

Many such encyclopedias may have the words "dictionary" or "history" in their titles--they are best labeled "encyclopedias", however, based on their content and organization.

Following is a selected list of subject encyclopedias, several of which may be useful for your library research:

AGRICULTURE	Encyclopedia of Organic Gardening, 1959
	Standard Cyclopedia of Horticulture, 1947.
ARCHITECTURE	Encyclopedia of Modern Architecture, 1963.
ART	Dictionary of Modern Painting, 1964.
	Encyclopedia of World Art, 1966.
ASTRONOMY	Encyclopedia of Astronomy, 1970.
EDUCATION	Encyclopedia of Education, 1971.
FILM/T.V.	The Focal Encyclopedia of Film and Television Techniques, 1969.
FOLKLORE	Encyclopedia of Black Folklore and Humor, 1972.
	Encyclopedia of Witchcraft and Demonology, 1970.
	Funk & Wagnall's Standard Dictionary of Folklore, Mythology, and Legend, 1972.
HISTORY	Dictionary of American History, 1942-61.
	Encyclopedia of American History, 1970.
	Encyclopedia of Latin-American History, 1968.
	Encyclopedia of World History: Ancient, Medieval and Modern Chronologically Arranged, 1972.
LITERATURE	Cassell's Encyclopedia of World Literature, 1973.
	Dictionary of Spanish Literature, 1956.
	Encyclopedia of World Drama, 1973.
	Encyclopedia of World Literature in the 20th Century, 1969-71.
MUSIC	Dictionary of Music and Musicians, 1954.

	Encyclopedia of Folk, Country and Western Music, 1969.
	Encyclopedia of Jazz, 1960.
PHILOSOPHY	*Encyclopedia of Philosophy*, 1967.
PSYCHOLOGY	*Encyclopedia of Human Behavior: Psychology, Psychiatry, and Mental Health*, 1970.
	Encyclopedia of Psychology, 1973.
RELIGION	*Dictionary of Comparative Religion*, 1970.
	Encyclopedia of Islam, 1960+
	Encyclopedia Judaica, 1971-72.
	Encyclopedia of Religion and Ethnics, 1958.
SCIENCE & TECHNOLOGY	*Dictionary of Computers*, 1970.
	Dictionary of Physics; General, Nuclear, Solid State, Molecular, Chemical, Metal and Vacuum, Physics; Astronomy, Geophysics, Biophysics, and Related Subjects, 1961-64, with Supplements to 1976.
	Encyclopedia of the Biological Sciences, 1970.
	Encyclopedia of Chemical Technology, 1963-70.
	Encyclopedia of Chemistry, 1973.
	Encyclopedia of Oceanography, 1966.
	Harper Encyclopedia of Science, 1967.
	McGraw-Hill Encyclopedia of Science and Technology, 1971.
	New Dictionary of Physics, 1975.
	Van Nostrand's Scientific Encyclopedia, 1968+
SOCIAL SCIENCES	*Dictionary of Modern Revolution*, 1973.
	Encyclopedia of Social Work, 1971.
	Encyclopedia of Sociology, 1973.
	Glenn G. Munn's Encyclopedia of Banking and Finance, 1973.
	International Encyclopedia of the Social Sciences, 1968.
	Marxism, Communism, and Western Society: A Comparative Encyclopedia, 1972-73.
	Worldmark Encyclopedia of the Nations, 1971.
SPORTS	*The Encyclopedia of Sports*, 1969.

Two sets of "histories" published by Oxford and Cambridge Universities are found indispensable by many students. The volumes are arranged chronologically by historical period rather than alphabetically. To find the many reference history titles published by these two universities, leaf through the catalog cards beginning with the words "Oxford" and "Cambridge" in Doe's Author-Title

Catalog, or check the index of Sheehy under "Oxford" and "Cambridge". Some of the major works are:

Cambridge Ancient History.
Cambridge Medieval History.
Cambridge History of English Literature.
New Cambridge Modern History.
Oxford History of England.

National Encyclopedias

National encyclopedias, such as the Encyclopedia Canadiana and the Korean Encyclopedia, summarize the "culture" of a country, and are usually published under governmental auspices.

General, subject, and national encyclopedias are also published in languages other than English. Some foreign language encyclopedias are among the best ever produced and can provide statistical information, bibliographic citations, illustrations, and biographical facts and data not included in other encyclopedias. This type of information is often useful even when you cannot read the language. Three notable foreign language encyclopedias are:

Grand Larousse Encyclopédique.
Enciclopedia Italiana di Scienze, Lettere, ed Arti.
Brockhaus' Konversations-Lexikon. Der Grosse Brockhaus.

COMPENDIA, OR FACT SOURCES

These reference materials are catch-alls or pot pourri of information used to find answers to particular questions. Encyclopedias, dictionaries, etc., can also be used, but by their very purpose and scope, compendia are shortcuts to quick answers or "ready reference". There are many hundreds of such titles; the ones mentioned below should be seen as typical examples.

Yearbooks and Annuals

For finding information about events of the past year, you can use yearbooks and annuals. These tools are annual collections of data and statistics with primary emphasis on the twelve months just passed rather than retrospective material. Various parts of almanacs (see below) will also contain such information. The most familiar yearbooks are published by encyclopedia publishers and are intended to update their encyclopedia sets, such as the Britannica Book of the Year and the Americana Annual.

Almanacs

Almanacs were originally written to distribute astronomical and meteorological data, especially to farmers and seamen. However, modern almanacs are annual compilations of statistics and information used to answer questions on a wide variety of subjects. For example:

World Almanac and Book of Facts.
Information Please Almanac.
Whitaker's Almanack.

Several almanacs have been published for over a century and are very useful for locating retrospective information which is difficult to discover in any other way. Although almanacs and other kinds of compendia do include many statistics, there are compendia (most published by governmental bodies) specifically designed to include or update statistics (see page 105).

Here are some almanacs more specialized in nature:

Guinness Book of World Records.
Famous First Facts.
Statesman's Year-Book.

Handbooks and Manuals

Handbooks and manuals are compact books that treat conveniently the essentials of a subject; they often assume a basic knowledge of that subject. Virtually every subject has its own array of handbooks and manuals.

The Chemist's Companion: A Handbook of Practical Data, Techniques, and Reference.
Industrial Pollution Control Handbook.
Methods of Library Use: Handbook for Bibliography I.

Directories

Directories are lists of people or organizations with addresses, affiliations, functions, etc. A common example is a telephone directory (a collection of telephone directories is available in R&B for most U.S. and foreign metropolitan areas). Examples of other directories include:

Directory of American Scholars.
Encyclopedia of Associations.
Yearbook of Higher Education.

As you can tell from some titles just cited, an "encyclopedia" can be a dictionary, a "yearbook" can be an almanac, an "encyclopedia" can be a manual, etc., etc. When using compendia do not make judgments based on titles, as titles are often misleading. As with any reference materials, base decisions as to usefulness on content and organization.

DICTIONARIES

Dictionaries are reference books containing alphabetically arranged words with information about usage, pronunciation, and meaning. There are four types of dictionary: general, special, subject, and foreign language.

General Dictionaries

The most commonly used dictionaries are general ones:

Webster's New International Dictionary, 2d ed.
Webster's Third New International Dictionary.
Random House Dictionary.

Special Dictionaries

Special dictionaries give a wide variety of information, including usage, synonyms, antonyms, abbreviations, and quotations. Some examples would include:

Oxford English Dictionary (OED)

Partridge, Eric. Dictionary of Slang and Unconventional English, 1961.

Bernstein, Theodore M. Miss Thistelbottom's Hobgoblins: The Careful Writer's Guide to the Taboos, Bugbears, and Outmoded Rules of English Usage, 1972.

Evans, Bergan and Cornelia. Dictionary of Contemporary American Usage, 1957.

Roget's International Thesaurus, 1962.

Crowley, Ellen T. and Robert C. Thomas. Reverse Acronoyms and Initialisms Dictionary, 1973.

Brussell, Eugene E. Dictionary of Quotable Definitions, 1970.

Subject Dictionaries

Subject dictionaries define specialized words and jargon. Here the definitions are usually more detailed than in general dictionaries, and can often be used to find basic information about a subject, much like an encyclopedia. To determine if there is a subject dictionary in your subject field/s of interest, check the subject catalog under: (SUBJECT)--Dictionaries.

A few typical examples of subject dictionaries include:

Adams, Ramon F. Western Words: A Dictionary of the American West, 1968.

Apel, Willi. Harvard Dictionary of Music, 1970.

Durrenberger, Robert W. Dictionary of the Environmental Sciences, 1973.

Landy, Eugene E. The Underground Dictionary: A Guide to the Language of the American Drug Culture, 1972.

Rodgers, Bruce. The Queens' Vernacular: A Gay Lexicon, 1973.

Foreign Language Dictionaries

There are, of course, general, special and subject, dictionaries for most foreign languages. There are also special bilingual dictionaries such as Joseph Marks' New French-English Dictionary of Slang and Colloquialisms, 1972. Most students are interested in bilingual dictionaries to be used in translating. Such dictionaries are filed in the subject catalog under:

(LANGUAGE)--Dictionaries--English language
or
English language--Dictionaries--(LANGUAGE)

BIOGRAPHICAL SOURCES

Finding information about people is often an important part of library research. Many people have either written their own life stories (*autobiographies*) or have been written about by someone else (*biographies*). To find autobiographies, check the Author-Title Catalog under the name of the person in whom you are interested. To find biographies, check the Subject Catalog under the name of the person in whom you are interested.

Biographical reference tools can be divided into either biographical indexes, or biographical dictionaries. A recently published bibliography of biographical reference works is Robert B. Slocum's Biographical Dictionaries and Related Works. Slocum lists thousands of biographical reference works covering all parts of the world and all time periods; the arrangement is by occupation and country, with a comprehensive subject index.

Biographical Indexes

A biographical index points out books, periodical articles, and other sources in which information can be found. After finding appropriate citations in an index, you must then go to those sources to find the actual information you need. Biographical indexes can be divided into general, national/regional, and occupational/special; examples include:

Biography Index, 1946+, a general index which includes books, periodicals, and obituaries appearing in the New York Times.

Biographical Dictionaries Master Index, 1975-1976, which includes over 800,000 entries from more than 50 current biographical dictionaries.

Kaplan, Louis. A Bibliography of American Autobiographies, 1961.

Havlice, Patricia P. Index to Artistic Biography, 1973.

Ireland, Norma O. Index to Women of the World, 1972.

Biographical Dictionaries

Biographical dictionaries contain biographical information in summary form, and may be divided like biographical indexes. Some dictionaries are concerned only with living people, some only with deceased people, and some contain information on people living and dead. To use effectively a biographical dictionary you may need to know the subject's nationality, occupation, approximate dates, or whether s/he is living or deceased. Titles of biographical dictionaries may be found in Slocum, or in subject card catalogs under such headings as:

Artists, American
Biography--Dictionaries
France--Biography
Negro authors
Scientists
Theatre--U.S.
Woman--Biography

Many specialized biographical dictionaries have titles which begin, Who's Who in .... Check the Author-Title Catalog in Doe for additional titles, such as:

Who's Who [British], 1849+
Who's Who in America, 1899+
International Who's Who, 1935+

Other important titles of biographical dictionaries include:

Current Biography, 1940+
McGraw-Hill Encyclopedia of World Biography, 1973.
The New York Times Biographical Edition, 1970+
Dictionary of National Biography [British] (DNB).
Dictionary of American Biography (DAB).
Contemporary Authors, 1962+
Bauer, Andrew. Hawthorn Dictionary of Pseudonyms, 1972.

Biographical information may also be found in encyclopedias, yearbooks, and annuals (which often have a section devoted to "biography" or "obituary"), various dictionaries, periodical and newspaper indexes, etc. For the use of these tools, see the appropriate sections of this Handbook.

GEOGRAPHICAL SOURCES

Geographical sources can be used for anything from locating a small town in some state or country to the name and size of a crater on the surface of the moon. There are three broad categories of geographical sources: maps and atlases, gazetters, and travel guides.

Maps and Atlases

A map describes the boundaries and surface of a particular area; an atlas is a collection of such maps, with accompanying plates, charts, and explanatory text. Examples of important atlases include:

The Times Atlas of the World, 1955-59
Rand McNally Commercial Atlas and Marketing Guide, 1975.
Moore, Patrick. The Atlas of the Universe, 1970.
Shepherd, William R. Historical Atlas, 1964.

Gazetteers

Gazetteers are "geographical dictionaries", usually more comprehensive than the index to an atlas. Names of towns, villages, rivers, lakes, and other geographical features, longitude and latitude, population, etc. are given. Some examples include:

Columbia Lippincott Gazetteer of the World.
The Times Index Gazetteer of the World.
Gazetteer: Official Standard Names.

Travel Guides

Travel guides are usually devoted to a single geographic area and are designed to point out highlights for travelers. Emphasis is on routes and itineraries, hotels, motels, restaurants, and other things of interest. A collection of travel guides can be found in the Morrison Reading Room of Doe Library. The better guides are revised frequently; some examples include:

Let's Go: A Student Guide to Europe, 1967-77 Edition.
Lewis, Mary and Richard. *Where to Go and What to Do with the Kids in San Francisco*, 1972.
Mexico on Five to Ten Dollars a Day, 1976-1977.
Official Hotel and Motel Red Book, 1886+
San Francisco, Free and Easy, 1975.

PERIODICAL LITERATURE

The term *periodical* is applied to all regularly issued publications (usually at least once a year), except newspapers. Examples are: Newsweek, The Saturday Review, and the Journal of the American Medical Association. Periodical literature provides the most recent information on a topic. This is especially important for the sciences and technology, as well as for new or obscure topics which are not yet treated in books. Periodicals also reflect current trends, thought, and opinion which, as time passes, serve as testimony to the past and often lend color absent in books.

Periodicals fall into the larger category of ***serials*** which, in addition to newspapers, comprise yearbooks, annual reports, monographic series, and various irregular publications. There are two basic types of periodicals: ***magazines*** and ***journals***. Magazines, because of their periodicity, are referred to as periodicals and, in fact, the terms "periodical", "journal", and "magazine" are often used interchangeably.

The word "magazine" is derived from the Arabic Makhāzin which means storehouse or collection of miscellany. Thus magazines are general periodicals with greatly varying content and a single issue may include an installment of a serialized novel, essays, book reviews, poems, photo articles, and the like. You are all familiar with such magazines as Time, New West, Rolling Stone, and Sunset.

"Journal" originally meant a daily publication (from the French journée for day) but now connotes any publication issued at regular intervals and containing news or material of current interest in a particular field. Journals may be scholarly publications, such as The Sewanee Review and The Atlantic Monthly; many are published by professional organizations, for example, Transactions of the Royal Society of Edinburgh and the Journal of the American Society of Civil Engineers. Their content does not vary as greatly as that of magazines. A typical journal issue might include learned articles and bibliographies, book reviews, and items of purely professional interest.

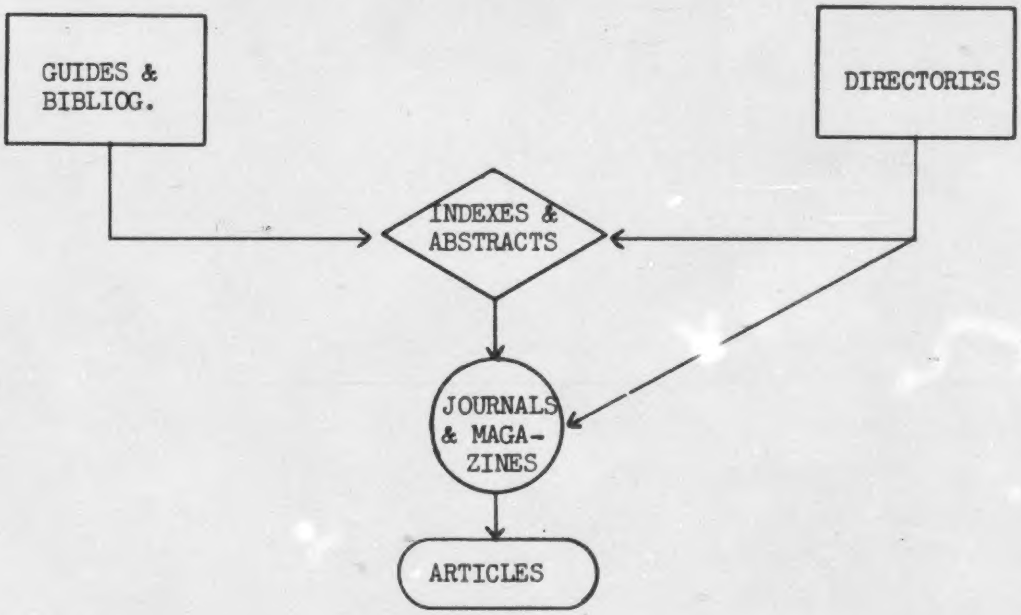
There are over 200,000 serial titles alone in the University Libraries. These include titles which have ceased publication, new titles just received, and publications to which subscriptions have been cancelled. Some of these serials date back to the eighteenth century; others have just been "born". Many have retained the same names since their inception; others have had several title changes during their history. It is, therefore, important for you to approach periodical literature with care.

When you look for articles published in periodicals ask yourself two questions:

1. How do I discover articles on my topic?
2. How do I locate periodicals containing them?

DISCOVERING ARTICLES

Access to periodical literature is gained through the use of guides and bibliographies, indexes and abstracting journals, and directories. When considering the hundreds of thousands of periodicals extant it is consoling to learn that guides to them and indexes to their contents are available.



Guides and Bibliographies

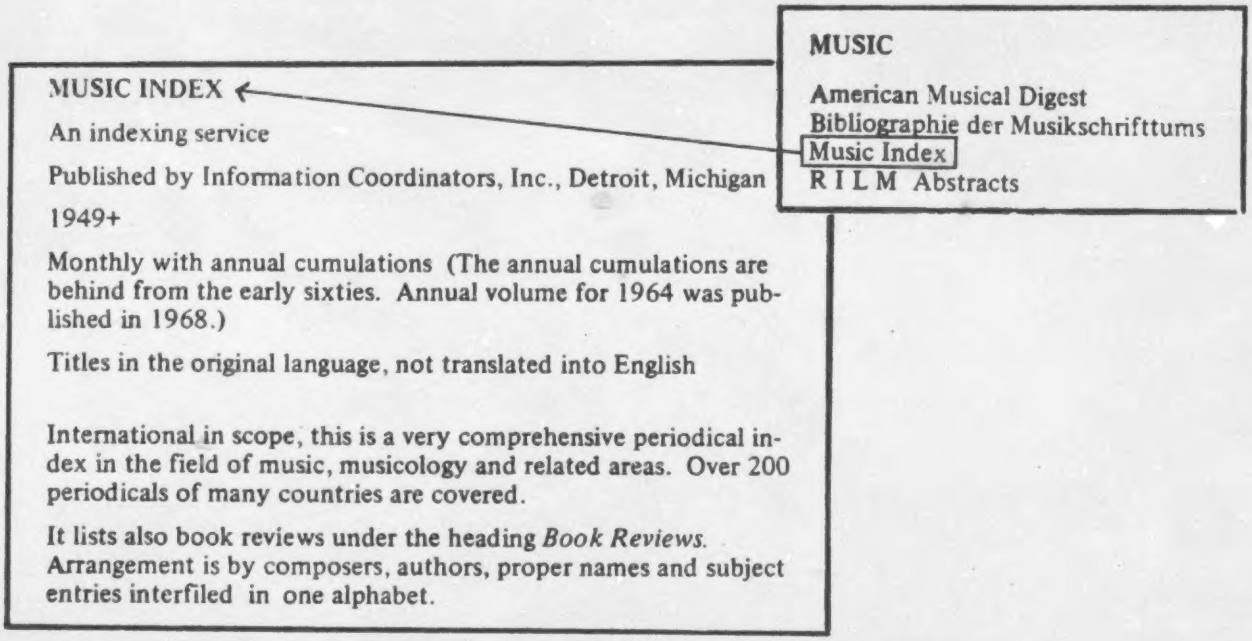
Because most card catalogs do not list the contents of periodicals you must turn to other sources to locate articles on your topic. Many periodicals provide indexes to their contents. However, it is more convenient to consult a separately published index which treats more than one periodical title, provides more detailed indexing, and covers a span of years.

There are several books that list these periodical indexes by subject; they often include the words "guide" or "bibliography" in their titles. These guides lead you to the best indexes and abstracting journals (commonly referred to as "abstracts") for your subject. Frequently they will contain information on the easiest way to use these indexes and abstracts. Two common guides are:

Kujoth, Jean S. Subject Guide to Periodical Indexes and Review Indexes, 1969.

Vesenyi, Paul E. An Introduction to Periodical Bibliography, 1974.

How to use a guide to periodical indexes may be seen from the example below, taken from Vesenyi, where a subject index directs you to specific entries in an annotated bibliography. This arrangement is similar to those of other guides to periodical indexes.



MUSIC

American Musical Digest
Bibliographie der Musikschrifttums
Music Index
R I L M Abstracts

MUSIC INDEX

An indexing service

Published by Information Coordinators, Inc., Detroit, Michigan

1949+

Monthly with annual cumulations (The annual cumulations are behind from the early sixties. Annual volume for 1964 was published in 1968.)

Titles in the original language, not translated into English

International in scope, this is a very comprehensive periodical index in the field of music, musicology and related areas. Over 200 periodicals of many countries are covered.

It lists also book reviews under the heading *Book Reviews*. Arrangement is by composers, authors, proper names and subject entries interfiled in one alphabet.

There are, additionally, guides to the periodical literature in special fields, such as the sciences, the humanities, and the social sciences.

Gray, Richard. Serial Bibliographies in the Humanities and the Social Sciences, 1969.

Owen, Dolores B. Abstracts and Indexes in Science and Technology: A Descriptive Guide, 1974.

Other more specialized periodical guides may be located in the Subject Catalog by looking under:

(SUBJECT)--Bibliography.

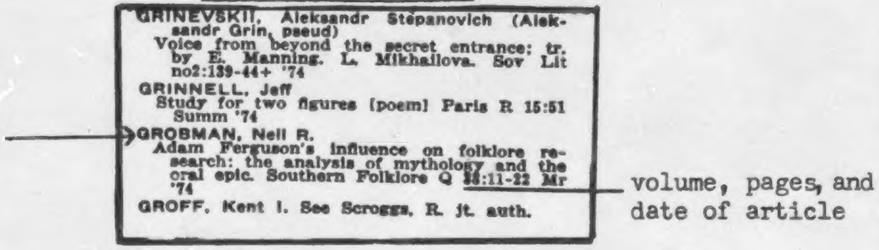
Indexes and Abstracting Journals

There are both general and specialized periodical indexes, the orientation of which is often indicated in their titles, for example: Art Index, British Humanities Index, and Engineering Index. A better idea of the scope of an index may be seen by looking over the list of titles that it indexes, usually given at the front of each issue. Most periodicals are indexed in only one index; however, you will find exceptions, particularly in the sciences.

It may be advisable to search a topic in several different indexes. A good example is the topic "pollution". General articles on pollution will be found in the numerous magazines indexed in the Readers' Guide to Periodical Literature; more scholarly articles, on psychosocial effects, let's say, will be found in the Social Sciences Index and Psychological Abstracts. Index Medicus and Chemical Abstracts will cover articles on pollution in their respective fields. It comes as no surprise to learn that Pollution Abstracts treats this topic from technological and biological aspects. It may surprise you to learn, however, that the impact of pollution on art, literature, music, and dance may be seen in articles reflected in the Humanities Index!

Periodical indexes usually list articles by subject and author (some may cite title as well) under which enough bibliographic information is given for you to find the articles you have selected. However, the most complete information is under the main entry. Each listing is referred to as a *citation*. The entry below, from the Humanities Index, is typical of the citations you will encounter in many of the most widely used indexes.

Author (Main) Entry



GRINEVSKII, Aleksandr Stěpanovich (Aleksandr Grin, pseud)
Voice from beyond the secret entrance: tr. by E. Manning. L. Mikhailova. Sov Lit no2:139-44+ '74

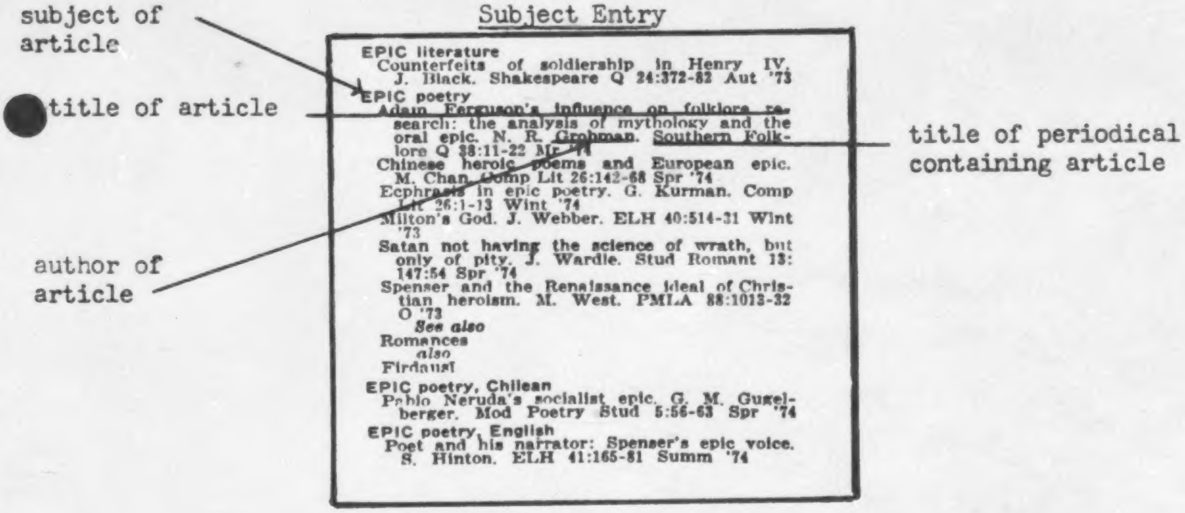
GRINNELL, Jeff
Study for two figures [poem] Paris R 15:51 Summ '74

GROBMAN, Neil R.
Adam Ferguson's influence on folklore research: the analysis of mythology and the oral epic. Southern Folklore Q 38:11-22 Mr '74

GROFF, Kent I. See Scroggs, R. jt. auth.

volume, pages, and date of article

Subject Entry



subject of article

title of article

title of periodical containing article

author of article

EPIC literature
Counterfeits of soldiership in Henry IV. J. Black. Shakespeare Q 24:372-82 Aut '73

EPIC poetry
Adam Ferguson's influence on folklore research: the analysis of mythology and the oral epic. N. R. Grobman. Southern Folklore Q 38:11-22 Mr '74
Chinese heroic poems and European epic. M. Chan. Comp Lit 26:142-68 Spr '74
Ecphrasis in epic poetry. G. Kurman. Comp Lit 26:1-13 Wint '74
Milton's God. J. Webber. ELH 40:514-31 Wint '73
Satan not having the science of wrath, but only of pity. J. Wardle. Stud Romant 13:147:54 Spr '74
Spenser and the Renaissance ideal of Christian heroism. M. West. PMLA 88:1013-32 O '73
See also
Romances
also
Firdausi

EPIC poetry, Chilean
Pablo Neruda's socialist epic. G. M. Gugelberger. Mod Poetry Stud 5:56-63 Spr '74

EPIC poetry, English
Poet and his narrator: Spenser's epic voice. S. Hinton. ELH 41:165-81 Summ '74

1. Using Periodical Indexes

Periodical indexes should be used with care, or else you may not find what you are looking for even when it is there. Like all reference books, most indexes include a preface with instructions for use. It is important for you to read this material as it may save you time and frustration. It is also good practice to examine an index's arrangement prior to use.

Each issue of an index covers a specific period of time. Be certain to check the dates of an index volume to see whether it fits into the time period you are covering. However, it is important to remember that there may be a time lag (two weeks to six months) between the time an article appears and when it is indexed.

Periodical indexes frequently use abbreviations to indicate the titles of periodicals. These often baffling abbreviations are usually explained in a key at the front of each index. Occasionally they may appear in a separately published list. Two very helpful separately published lists are:

> BIOSIS List of Serials for the biological sciences, and
> Chemical Abstracts Service Source Index (C.A.S.S.I.) for chemistry.

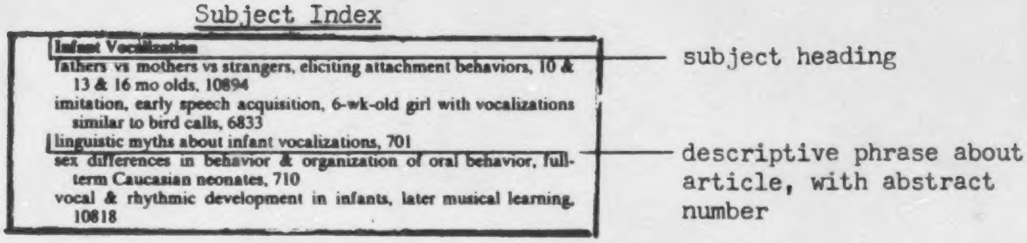
It is no waste of time to look up the abbreviations for each article you have chosen as it will obviate having to retrace your steps later on. When you are copying several citations from a single index it is simplest to look up full titles after you have finished using the index.

2. Abstracting Journals

Certain indexes, called abstracting journals or abstracts for short, give a brief summary (abstract) of the original article along with the citation. Abstracts, by summarizing content and/or providing evaluative information, can be a great help to you in deciding which articles are worth locating and reading.

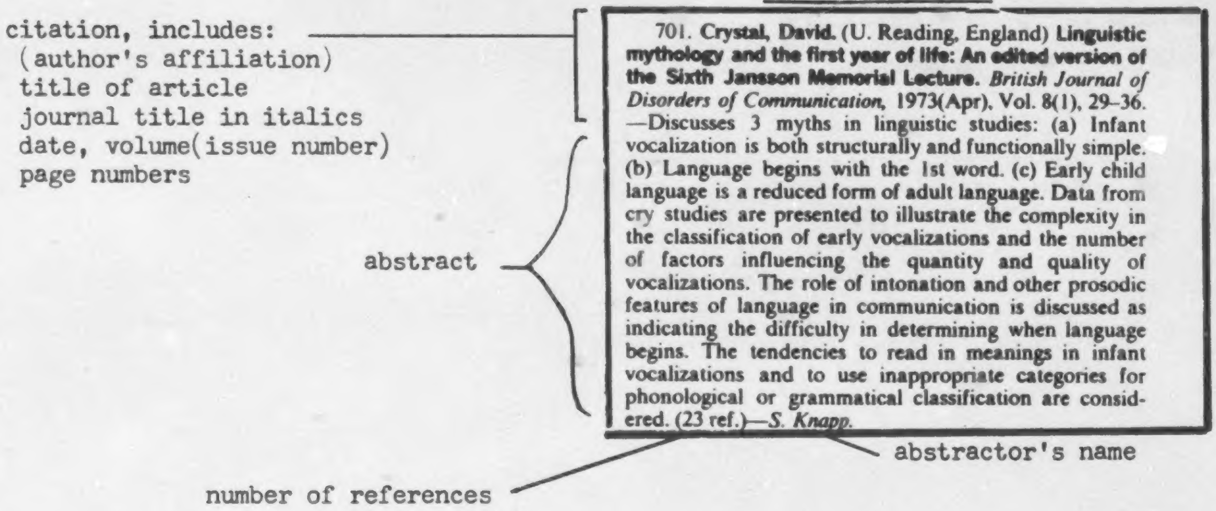
Most abstracts are in two sections thus requiring two steps in the search process. The subject index is the section usually approached first; it provides an abstract number rather than a page number and leads you to the citation with its accompanying abstract. The abstracts are located in another section, often another volume, arranged by number. These numbers usually reflect some sort of classification system. Researchers regularly scan these classified indexes in order to keep up-to-date with what is currently being published. The following is from the subject index and abstract section of Psychological Abstracts.

Subject Index



Infant Vocalization
fathers vs mothers vs strangers, eliciting attachment behaviors, 10 & 13 & 16 mo olds, 10894
imitation, early speech acquisition, 6-wk-old girl with vocalizations similar to bird calls, 6833
linguistic myths about infant vocalizations, 701
sex differences in behavior & organization of oral behavior, full-term Caucasian neonates, 710
vocal & rhythmic development in infants, later musical learning, 10818

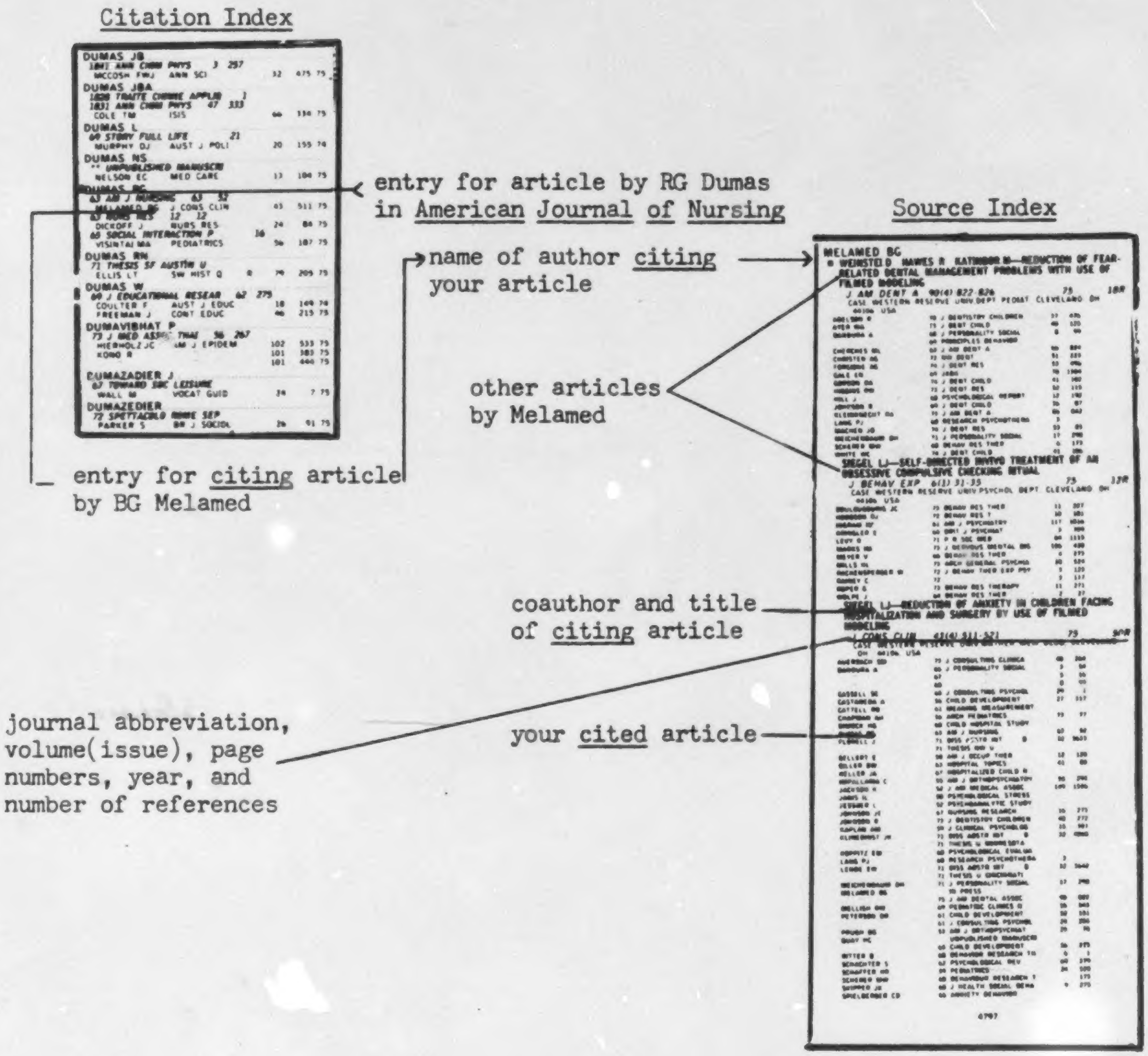
Abstract Section



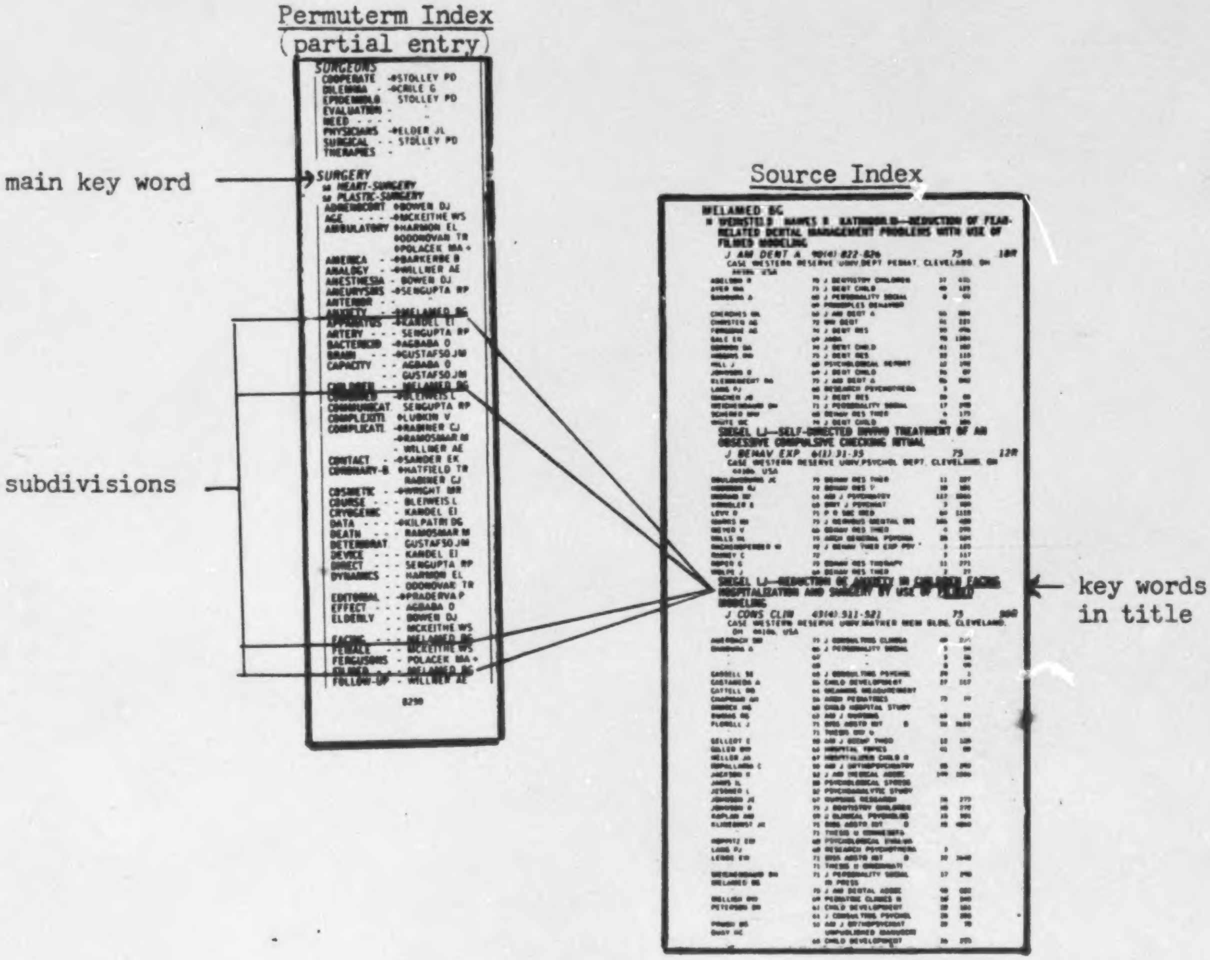
701. **Crystal, David.** (U. Reading, England) **Linguistic mythology and the first year of life: An edited version of the Sixth Jansson Memorial Lecture.** *British Journal of Disorders of Communication,* 1973(Apr), Vol. 8(1), 29–36. —Discusses 3 myths in linguistic studies: (a) Infant vocalization is both structurally and functionally simple. (b) Language begins with the 1st word. (c) Early child language is a reduced form of adult language. Data from cry studies are presented to illustrate the complexity in the classification of early vocalizations and the number of factors influencing the quantity and quality of vocalizations. The role of intonation and other prosodic features of language in communication is discussed as indicating the difficulty in determining when language begins. The tendencies to read in meanings in infant vocalizations and to use inappropriate categories for phonological or grammatical classification are considered. (23 ref.)—*S. Knapp.*

3. Citation Indexes

Citation indexes are another special type of periodical index. Whereas you use periodical indexes to locate articles on a topic within a certain period of time, you use citation indexes to find articles directly related to one you have already discovered. For example, if you know of an article central to your topic and want to find very closely related articles, you may look up your article by author in the section entitled "Citation Index". If your article is listed there, the entry will lead you to other articles which cite and are therefore more recent than your known article. The entries in the "Citation Index" section are not bibliographically complete as citations for both the citing and the cited articles lack titles. To get complete information regarding the source article, i.e., the article citing your known article, you must use the "Source Index" section also arranged by author. The following related entries from the "Citation Index" and the "Source Index" sections are from the Social Sciences Citation Index.


Citation Index
Source Index
entry for article by RG Dumas in American Journal of Nursing
name of author citing your article
other articles by Melamed
entry for citing article by BG Melamed
coauthor and title of citing article
journal abbreviation, volume(issue), page numbers, year, and number of references
your cited article

In addition to the "Citation Index" and "Source Index" sections there are "Corporate Index" and "Permuterm Subject Index" sections. The "Corporate Index" uses the corporate author concept and is helpful when looking for articles emanating from a company or institution. The "Permuterm" index is a permuted (changed in order or sequence) title key word index (see p. 87 for a discussion of key word indexes) which allows you to search articles on your topic under the important (key) words in their titles. These key words may be further subdivided. Examples from the "Permuterm" and the "Source" indexes follow.


Permuterm Index
(partial entry)
main key word
subdivisions
Source Index
key words in title

One very important thing to remember when using citation indexes is that both the "Citation" and the "Permuterm" indexes lead to the "Source" index where the most complete bibliographical information is given.

Citation indexes now exist for both the natural and the social sciences:

Science Citation Index (SCI), 1963+

This index is international in scope and covers over 20,000 journals in all fields of the sciences and technology. It also includes a separate "Patent Index". Subject indexing began in 1966.

Index to Scientific Reviews, 1974+

This subset of SCI selects only the *review articles*.

Social Sciences Citation Index (SSCI), 1973+

Like its predecessor, SCI, this service covers over 1,000 of the major journals in the field.

MAJOR PERIODICAL INDEXES: A SELECTED LIST

The following is a list of general and specialized periodical indexes which includes the most comprehensive indexes in major fields. Many indexes include books, theses, documents, etc., in addition to periodical articles. This list is not complete. For fuller information use a guide to periodical indexes such as Vesenyi or Kujoth or look in the Subject Catalog under:

(SUBJECT)--Periodicals, societies, etc.--Indexes

or

(SUBJECT)--Abstracts

GENERAL: Readers' Guide to Periodical Literature, 1905+

With coverage starting from 1900 this is the most complete and up-to-date index for general and popular magazines. It lists about 170 U.S. titles by author, title, and subject. Some non-technical science journals are also included.

Alternative Press Index, 1969+

Nineteenth Century Readers' Guide, 1890-1922.

Poole's Index to [American & British] Periodical Literature, 1802-1907.

HUMANITIES: Humanities Index, 1974+

This index covers about 260 American, English, and Canadian journals in the field of the humanities. Before June 1974 it was part of a broader index, the Social Sciences & Humanities Index (formerly called the International Index to Periodicals). The arrangement is by author and subject in one alphabet.

British Humanities Index, 1962+

SCIENCES: Applied Science and Technology Index, 1913+

This subject index covers about 240 periodicals in the fields of aeronautics, automation, chemistry, construction, electricity and electronics, engineering, industrial and mechnaical arts, physics, etc. Much of what it indexes is geared to the layperson rather than the specialist.

Science Citation Index, 1963+ (see p. 78)

SOCIAL SCIENCES: Public Affairs Information Services Bulletin (P.A.I.S.), 1915+

This index lists books, pamphlets, government documents and periodical articles pertaining to economic and social conditions, public administration, and international relations published in English throughout the world. Arranged by subject it provides selective indexing for over 1,000 periodicals.

Social Sciences Index, 1974+

Split apart from the previous Social Sciences and Humanities Index, this service indexes about 260 American, English, and Canadian journals in the social sciences. (See Humanities Index above.)

Social Sciences Citation Index, 1973+ (see p. 78)

SPECIAL SUBJECTS

AGRICULTURE: Bibliography of Agriculture, 1942+

Biological and Agricultural Index, 1916+

ANTHROPOLOGY: Abstracts in Anthropology, 1970+

Harvard University. Peabody Museum of Archaeology and Ethnology. Library. Catalog, 1963.

AREA AND ETHNIC STUDIES: Bibliography of Asian Studies, 1956+

Handbook of Latin American Studies, 1935+

Index to Literature on the American Indian, 1970+

Index to Periodical Articles By and About Negroes, 1950+

Pan American Union. Columbus Memorial Library. Index to Latin American Periodical Literature, 1929-1960.

ART AND ARCHITECTURE: Art Index, 1929+

Chicago. Art Institute. Ryerson Library. Index to Art Periodicals, 1962.

Columbia University. Libraries. Avery Architectural Library. Avery Index to Architectural Periodicals, 1963.

ASTRONOMY:	*Astronomy and Astrophysics Abstracts*, 1969+
BIOGRAPHY:	*Biography Index*, 1947+
BIOLOGICAL SCIENCES:	*Biological Abstracts*, 1926+ Over 5,000 worldwide periodicals are indexed with most abstracts provided by the author. This service provides subject access, with cross indexes, to articles in all areas of biology. The subject index "Biological Abstracts Subject in Context" (B.A.S.I.C.) is a key-word index. *BioResearch Index*, 1965+ Formerly *BioResearch Titles*, this key-word index covers articles not listed in *Biological Abstracts*. *Biological and Agricultural Index*, 1916+
BUSINESS:	*Business Periodicals Index*, 1958+
CHEMISTRY:	*Chemical Abstracts*, 1907+ A most comprehensive abstract journal, *Chemical Abstracts* indexes from journals, books, conferences, etc., published worldwide. There are author, subject, formula, and patent indexes. It provides semi-annual cumulations, decennial indexes to 1956, and from then five year collective indexes.
CRIMINOLOGY:	*Abstracts on Criminology and Penology* (formerly *Excerpta Criminological*, 1961+)
ECONOMICS:	*Index to Economic Articles*, 1961+ (formerly *Index of Economic Journals*)
EDUCATION:	*Education Index*, 1932+ This index covers about 230 American, Canadian, and English journals in the field of education *and many related areas*. Due to its wide scope of subject coverage it is often helpful for topics other than education. It provides a subject-author index with a great many cross references.

Educational Resources Information Center (ERIC). Current Index to Journals in Education, 1969+

Resources in Education (primarily unpublished research, available on fiche at the Ed/Psych Library from v. 10, 1975+)

ENGINEERING: Engineering Index, 1885+

FOLKLORE: Abstracts of Folklore Studies, 1963+

MLA (Modern Language Association) International Bibliography of Books and Articles on the Modern Languages and Literatures, 1921+

FORESTRY: Forestry Abstracts, 1939+

GEOLOGY: Bibliography and Index of Geology, 1933+

HISTORY: America: History and Life, 1964+

See also AREA STUDIES)

This publication lists signed abstracts of periodical articles on U.S. and Canadian life, history, etc., and is arranged by broad geographical and subject areas. Its special classification system and subject headings are explained in each issue. Issued four times a year, the fourth issue is the Annual Index to the previous three abstracting issues. A special section is devoted to book reviews (see p. 94).

Historical Abstracts, 1955+ (Currently includes world history from 1775 to the present, excluding U.S.)

Writings on American History, 1902-1947.

JOURNALISM: "Articles on Mass Communication in U.S. and Foreign Journals" in Journalism Quarterly, 1924+

LAW: Index to Legal Periodicals, 1908+

LITERATURE AND LANGUAGE: Abstracts of English Studies, 1958+

Annual Bibliography of English Language and Literature, 1921+

MLA (Modern Language Association) International Bibliography of Books and Articles on the Modern Languages and Literatures, 1921+

MATHEMATICS: *Mathematical Reviews*, 1940+

MEDICINE: *Excerpta Medica*, 1946+

Index Medicus, 1960+ (new series)

This is a monthly index (with annual cumulation, *Cumulated Index Medicus*) to the world's biomedical literature in which over 2,000 journals devoted to clinical medicine and biomedical research and technology are screened. The approach is by subject and author; there is also a separate "Bibliography of Medical Reveiws". A list of "Medical Subject Headings" (MeSH) is also presented to aid in searching the subject section. There is a separately published *Abridged Index Medicus* (AIM) which covers only the approximately 200 most important English language medical journals.

MUSIC: *Music Index*, 1949+

PHYSICS: *Physics Abstracts*, 1898+

POLITICAL SCIENCE: *International Political Science Abstracts*, 1952+

PSYCHOLOGY: *Child Development Abstracts and Bibliography*, 1927+

Psychological Abstracts, 1927+

SOCIOLOGY
AND SOCIAL WELFARE: *Poverty and Human Resources Abstracts (PHRA)*, 1966+

Sociological Abstracts, 1952+

This journal is international in scope and presents extensive abstracts of books and periodical articles in sociology. It is arranged according to an elaborate classification system explained at the front of each issue. It is cumulated annually in each year's last issue; there is a decennial index for 1953-1962.

Abstracts for Social Workers, 1965+

WOMEN'S STUDIES: *Women's Studies Abstracts*, 1972+

Directories

Directories are reference tools which direct you to periodicals in print but, it should be stressed, not to articles appearing in them. Directories may organize periodicals according to subject, geographical origin, or other criteria and are helpful when you know the title of a periodical but do not know where it is indexed or you want to identify periodicals in a general subject or a geographical area. Directories are especially useful in identifying new titles which have not yet been included in an index or abstract journal. Remember directories are *in-print* lists and contain only currently published periodicals.

GENERAL DIRECTORIES:

Ayers Directory of Newspapers and Periodicals, 1880+

In addition to information about newspapers, Ayers provides information on periodicals printed in the U.S. and its possessions, Canada, Bermuda, Panama, and the Philippines. Issued annually it has only a geographical approach. It can be used for historical information on the nation's press and includes such difficult to locate items as college, trade, and ethnic publications.

Katz, Bill. Magazines for Libraries, 1972.

This second edition lists about 4,500 periodicals with the usual bibliographic data as well as exhaustive annotations on the contents, editorial policy, intellectual level, and usefulness of the publications. It treats only periodicals and designates where they are indexed. A supplement appeared in 1974.

Standard Periodical Directory, 1964+

This directory attempts to supplement Ayers and Ulrich's (below) by including house organs, government publications, and yearbooks plus certain other *ephemera* and borderline publications. Its subject listing is more detailed than that of Ulrich's, but its scope is limited to the U.S. and Canada.

Ulrich's International Periodical Directory, 1932+

Irregular Serials Annuals, 1967+

Ulrich's lists approximately 55,000 in-print periodicals published throughout the world and is classified by subject. There is also a title and a subject index. It includes periodicals issued more often than once a year, including some government documents.

Irregular Serials & Annuals supplements Ulrich's with a classified list of about 25,000 serials of annual or irregular frequency. International in scope, it includes such difficult-to-locate forms as proceedings, advances, reports, and monographic series. Both directories specify where publications are indexed.

SPECIAL DIRECTORIES:

Directory of Periodicals Published by International Organizations, 1969.

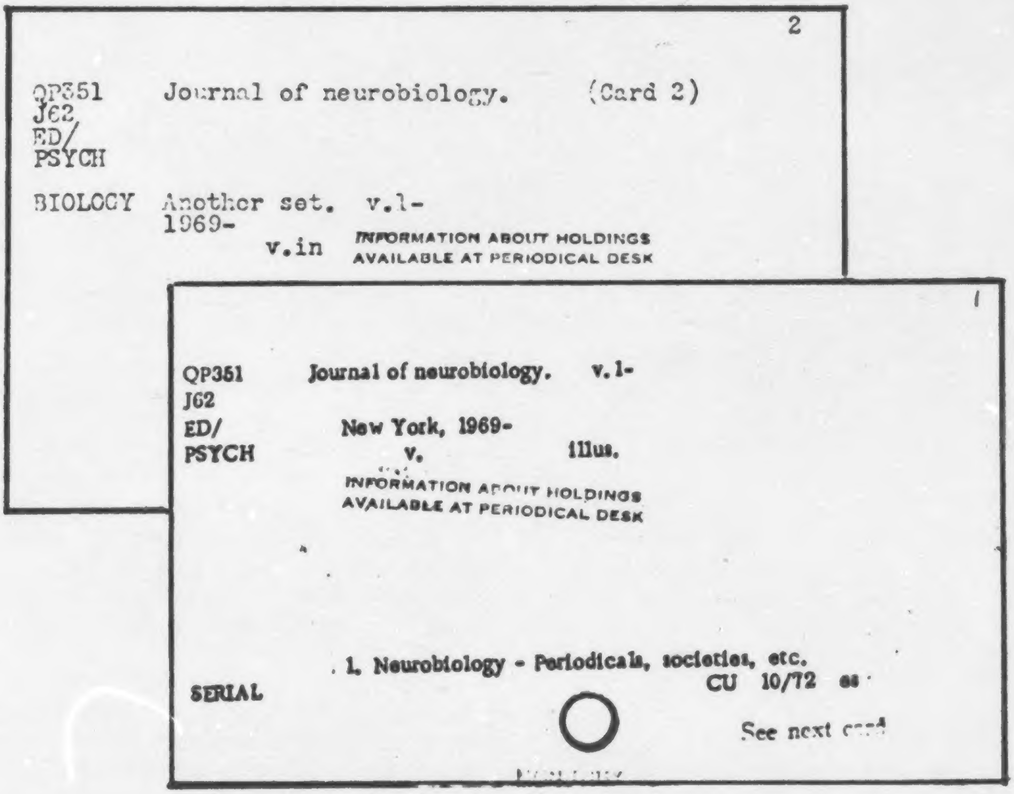
Muller, Robert H., ed. From Radical Left to Extreme Right; a Bibliography of Current Periodicals of Protest, Controversy, Advocacy, or Dissent with Dispassionate Content-Summaries to Guide Librarians and Other Educators through the Polemic Fringe, 1970.

LOCATING ARTICLES

Now that you have some periodical articles you want to find, you need to know where they are located. There are three main ways you can do this.

Author-Title Catalog

The Author-Title Catalog lists all periodicals in Doe and branch libraries. The information given on the periodical catalog cards is not complete since the specific volumes in a library, the *holdings*, are not included. The catalog card does, however, give you the complete call number and location/s. A stamped note informs you that information about holdings may be obtained at the Periodical Room. This information can also be gotten at the designated locations. Periodicals without a location given are housed in Doe Library.



2

QP351 Journal of neurobiology. (Card 2)
J62
ED/
PSYCH

BIOLOGY Another set. v.1-
1969-
v.in INFORMATION ABOUT HOLDINGS AVAILABLE AT PERIODICAL DESK

1

QP351 Journal of neurobiology. v.1-
J62
ED/ New York, 1969-
PSYCH v. illus.

INFORMATION ABOUT HOLDINGS AVAILABLE AT PERIODICAL DESK

1. Neurobiology - Periodicals, societies, etc.
SERIAL CU 10/72 es

See next card

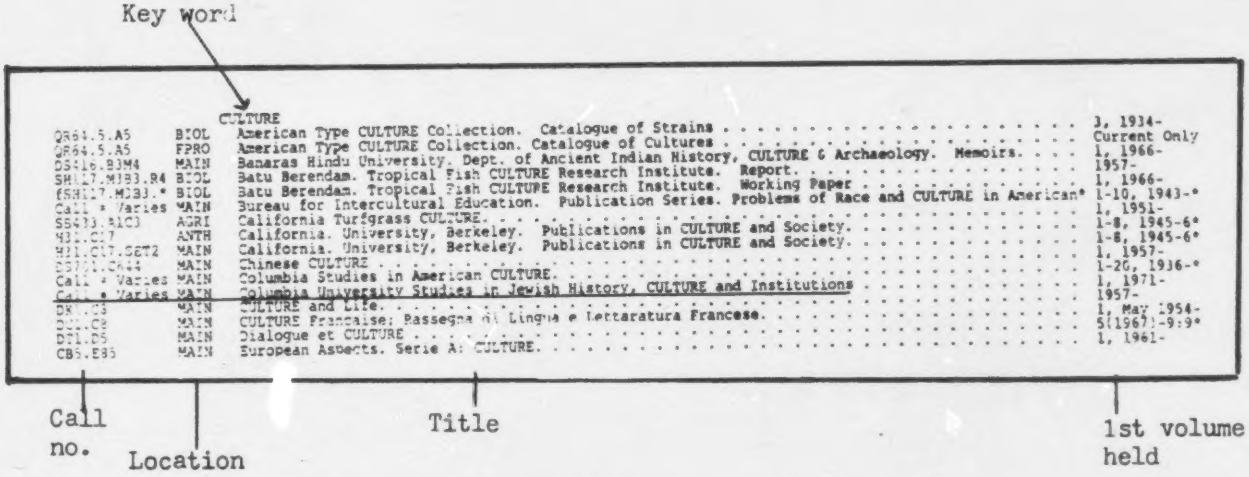
A word of caution--many publications, such as bulletins, transactions, and proceedings of governing bodies or societies are usually filed by the names of the institution or body. That is, the main entry for a periodical the title of which includes the name of a corporate body will be filed under that body:

> Proceedings of the Royal Society of London will be listed as
> Royal Society of London. Proceedings.
>
> Journal of the American Medical Association will be filed as
> American Medical Association. Journal.

U.C., Berkeley Periodical Indexes

U.C., Berkeley Serials Key Word Index

In the Serials Key Word Index (SKWI) each publication is listed under every significant (key) word in its name. Columbia University Studies in Jewish History, Culture and Institutions will appear under the key words "studies", "Jewish", "history", and "Culture". If you did not know the exact title of this publication, but did know any of the key words, you could easily locate this journal in SKWI. In the Author-Title Catalog this title appears only under the corporate entry for Columbia University.



Key word
Call no.
Location
Title
1st volume held

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                         CULTURE
QR64.5.A5      BIOL   American Type CULTURE Collection.  Catalogue of Strains . . . . . . . . . . . . . . . . . . . .  3, 1934-
QR64.5.A5      FPRO   American Type CULTURE Collection. Catalogue of Cultures . . . . . . . . . . . . . . . . . . . .  Current Only
DS416.B3M4     MAIN   Banaras Hindu University. Dept. of Ancient Indian History, CULTURE & Archaeology.  Memoirs. . . .  1, 1966-
SH117.M3B3.R4  BIOL   Batu Berendam. Tropical Fish CULTURE Research Institute.  Report. . . . . . . . . . . . . . . .  1957-
fSH117.M3B3.*  BIOL   Batu Berendam. Tropical Fish CULTURE Research Institute.  Working Paper . . . . . . . . . . . .  1, 1966-
Call # Varies  MAIN   Bureau for Intercultural Education.  Publication Series. Problems of Race and CULTURE in American*  1-10, 1943-*
SB433.A1C3     AGRI   California Turfgrass CULTURE. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  1, 1951-
H31.C17        ANTH   California. University, Berkeley.  Publications in CULTURE and Society. . . . . . . . . . . . . .  1-8, 1945-6*
H31.C17.SET2   MAIN   California. University, Berkeley.  Publications in CULTURE and Society. . . . . . . . . . . . . .  1-8, 1945-6*
DS701.C644     MAIN   Chinese CULTURE . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  1, 1957-
Call # Varies  MAIN   Columbia Studies in American CULTURE. . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  1-20, 1936-*
Call # Varies  MAIN   Columbia University Studies in Jewish History, CULTURE and Institutions . . . . . . . . . . . . .  1, 1971-
DK1.C5         MAIN   CULTURE and Life. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  1957-
DC1.C8         MAIN   CULTURE Francaise: Rassegna di Lingua e Lettaratura Francese. . . . . . . . . . . . . . . . . .  1, May 1954-
DT1.D5         MAIN   Dialogue et CULTURE . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  5(1967)-9:9*
CB5.E85        MAIN   European Aspects. Serie A: CULTURE. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  1, 1961-
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A number of words frequently occurring in titles, such as "bulletin", "committee", "annual", "handbook", "department", and "cumulative", have been excluded as key words. You may use SKWI for a quasi-subject approach to serial literature; for example, a periodical with the word "conservation" in its title will appear under that key word. However, the title Cry California, also dealing with conservation, does not appear under that key word. All entries reflect serials currently received except for certain government documents and journals held at the San Francisco Medical Center Library.

The Berkeley Union List of Serials

More recent information not listed in SKWI can be found in the Berkeley Union List of Serials which appears on microfiche. This is an index by main entry and not by key word. Complete periodical titles are given as well as full call numbers, including library locations, bibliographic data (publishers, etc.), and holdings. About 200,000 Berkeley campus titles are listed and, most important, this index is updated each month. These fiche sets with readers are available in R&B, the Doe Subject Catalog Hall, and in most branch libraries on campus.

Union Lists

In case you need to check the accuracy and completeness (verify) of a serial title, you may want to use special tools called *union lists*. They are especially helpful for checking other libraries' holdings for interlibrary loan (ILL) and for finding information to satisfy a great variety of bibliographic needs. Union lists are particularly useful in the search for very old titles.

Union List of Serials in Libraries of the United States and Canada, 1944-1949.

New Serial Titles, 1950-1970, + supplements.

Together these list serials held in major libraries in the U.S. and Canada and constitute the largest serials bibliographic tool available. Supplements appear in paperbound issues. There is also a companion set, New Serial Titles, 1950-1970 Subject Guide.

RETRIEVING ARTICLES

Periodicals in the University Library may be either unbound or bound. Most periodicals are received from the publisher in unbound form and are stored in a special place. For preservation and easier access these unbound issues are regularly gathered and bound in the form of a "book". It is difficult to determine ahead of time whether the issue you want is bound or unbound, but as a rule of thumb more recent issues, within the last year or so, appear unbound. Earlier issues are in bound form.

After you have identified a periodical title containing an article you want to read, you should then determine whether the University Library subscribes to it. This can be accomplished by checking SKWI (see p. 87) or the Author-Title Catalog. When you do not get sufficient information regarding titles and holdings from either of these sources, you can ask for assistance at the Periodical Room Information Desk. The Periodical Room records holdings for Doe Library, branch libraries, and the Bancroft Library, but does not keep records for many independent libraries, such as those of institutes.

Once you have the call number and the library location for the periodical you want to retrieve, make an educated guess as to whether the issue you want would be bound or unbound. In Doe Library the most recent issues are kept in the Periodical Room stacks arranged alphabetically. Earlier issues have most likely been bound and are in the Doe Loan Stacks arranged by call number. If you do not find your periodical in either of these two locations, inquire at the Periodical Room Information Desk.

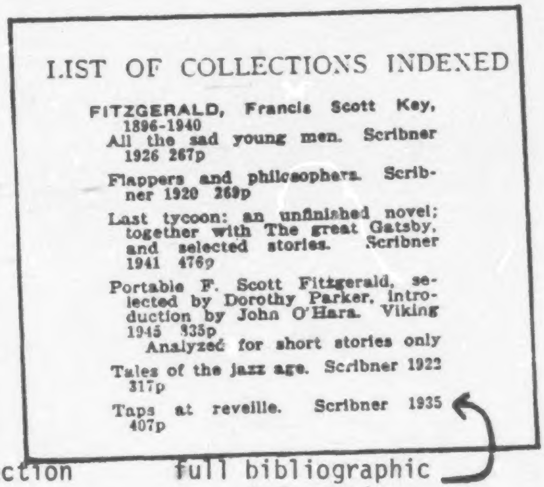
When another library location for a periodical is indicated in Doe's Author-Title Catalog, you should go there for further information and for all issues of that title. Because different branch and independent libraries may treat their bound and unbound periodicals differently, it is best to consult their card catalogs or "linedex" files regarding particular titles. Also, some campus libraries have special files, not available to the public, which record government document series and other difficult sets. Don't fail to ask at the information desk regarding any problems you may have.

NON-PERIODICAL LITERATURE

PUBLICATIONS LESS THAN BOOK LENGTH

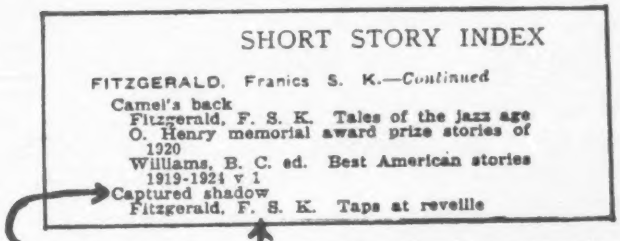
How would you find a short story or poem? Materials which are shorter than book length, such as plays, poems, essays, etc., are often published in collections or anthologies. Their contents are not separately listed (analyzed) in the card catalog, and they are not indexed in periodical indexes. Access to these forms exists through special bibliographies of collections. These are called indexes but are not to be confused with periodical indexes.

For example, if you wanted to read F. Scott Fitzgerald's short story entitled, "The Captured Shadow", you would not find it in the card catalog under author or title and you could mistakenly conclude that the library does not have it. But the library does. By using the index section of the Short Story Index you would find that "The Captured Shadow" is published in a collection of short stories called Taps at Reveille. Full bibliographic information for this collection is found in a separate section called "List of Collections Indexed". Once you have the editor's full name and the imprint you will discover that the library does, after all, have the short story you want.



LIST OF COLLECTIONS INDEXED

FITZGERALD, Francis Scott Key, 1896-1940
All the sad young men. Scribner 1926 267p
Flappers and philosophers. Scribner 1920 269p
Last tycoon: an unfinished novel; together with The great Gatsby, and selected stories. Scribner 1941 476p
Portable F. Scott Fitzgerald, selected by Dorothy Parker, introduction by John O'Hara. Viking 1945 835p
Analyzed for short stories only
Tales of the jazz age. Scribner 1922 317p
Taps at reveille. Scribner 1935 407p



SHORT STORY INDEX

FITZGERALD, Franics S. K.—*Continued*
Camel's back
Fitzgerald, F. S. K. Tales of the jazz age
O. Henry memorial award prize stories of 1920
Williams, B. C. ed. Best American stories 1919-1924 v 1
Captured shadow
Fitzgerald, F. S. K. Taps at reveille

name of story

Author & title of collection

full bibliographic information

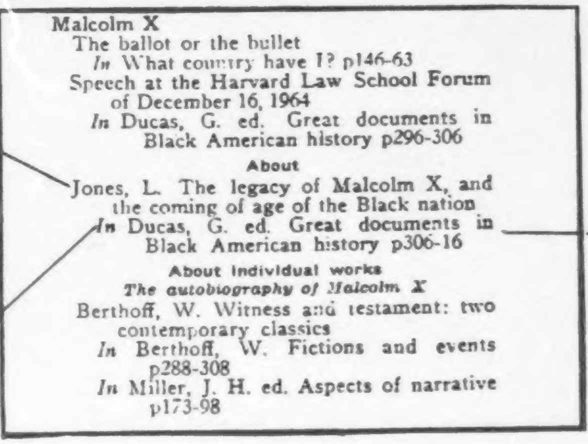
HOW DO YOU FIND NON-PERIODICAL INDEXES?

1. Be familiar with the titles of the most common ones. See the short annotated bibliography which follows.
2. Look in the Subject Catalog under (SUBJECT)--Indexes. For example, DRAMA--Indexes.
3. Use a guide to reference books or a guide to the literature.
4. Browse in the reference collection of the appropriate library. In R&B these indexes are shelved in a section called "Indexed Books".
5. Ask a reference librarian for more specialized indexes to publications less than book length.

Non-Periodical Indexes: A Basic List

Essay and General Literature Index (EGLI), 1900+

EGLI indexes collections of essays in all subject fields characterized as "general": literature, history, biography, the social sciences, religion and philosophy, language, the arts, and *Festschriften* (a collection of essays in honor of an individual). Essays are often lively, more concise than books, and less dry than scholarly tomes. This index is an excellent source for all nontechnical subjects and has a subject and author list with a separate section containing full bibliographic information.



Malcolm X
The ballot or the bullet
In What country have I? p146-63
Speech at the Harvard Law School Forum of December 16, 1964
In Ducas, G. ed. Great documents in Black American history p296-306

About

Jones, L. The legacy of Malcolm X, and the coming of age of the Black nation
In Ducas, G. ed. Great documents in Black American history p306-16

About individual works

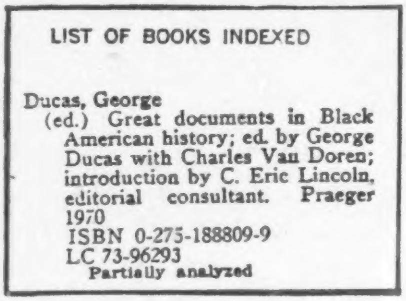
The autobiography of Malcolm X

Berthoff, W. Witness and testament: two contemporary classics
In Berthoff, W. Fictions and events p288-308
In Miller, J. H. ed. Aspects of narrative p173-98

author and title of essay

book in which essay appears

ENTRY



LIST OF BOOKS INDEXED

Ducas, George
(ed.) Great documents in Black American history; ed. by George Ducas with Charles Van Doren; introduction by C. Eric Lincoln, editorial consultant. Praeger 1970
ISBN 0-275-188809-9
LC 73-96293
Partially analyzed

BIBLIOGRAPHIC LISTING showing full bibliographic information for Ducas' book

Short Story Index, 1953+

This index locates short stories in collections and has an author and title approach. Its "List of Collections Indexed" gives full bibliographic information for the collection.

Play Index, 1942+

Author, title, and subject entries are arranged in one list with full bibliographic data given under the author entry. Play Index also has an index by cast size and other information useful for directors and actors.

Granger's Poetry Index, 1904+

This major index to poems has access to author, title, first line, and subject. Complete citations are in a section called "Key to Symbols".

Bartlett's Familiar Quotations

Bartlett's is the best known of the many "quote books". It is indexed by key words which lead to quotations where full source information is given.

Chicorel Index Series, 1971+

This multi-volume set contains assorted indexes of varying quality. For short stories, plays, poems, and essays use the above indexes. Chicorel is useful for materials published in the form of discs, tapes, and cassettes; some volumes also treat specialized subjects.

Index to the Contemporary Scene, 1974+

This new index is similar to EGLI. Its subtitle is: "An Analytical Guide to the Contents of 299 Recent Monographs, Collections, Symposia, Anthologies, Handbooks, Guides, Surveys, and Other Works of Nonfiction Dealing with Topics of Current Interest".

REVIEWS

Reviews are another type of publication less than book length. Book, periodical, film, and play reviews are listed in many periodical indexes, such as the Humanities Index, and are also listed in those devoted just to reviews like the Book Review Index. What is a review?

> A review is an evaluation of a specific book, play, etc., published in a periodical or newspaper shortly after its first appearance. Reviews should not be confused with critical studies which are usually not concerned with one specific book, etc., but rather with some aspect of a writer's style, dominant themes, and critical reputation and may appear at any time in any form.

The distinction between a review and a critical study is important. If you want critical studies, scholarly interpretations, or analyses in depth, you would use bibliographies, guides to library research, the Subject Catalog, or a reference librarian. Access to reviews is provided in the following indexes:

Major American Book Review Indexes: A Selected List

Book Review Digest, 1905+

Book Review Digest lists and selectively abstracts reviews from about 80 popular journals. It is arranged by author, with a subject-title index.

Book Review Index, 1965+

Book Review Index lists reviews in the humanities, social sciences, bibliography, and children's literature. It is more extensive than Book Review Digest as it is not limited to popular journals. However, it does not include abstracts.

Cumulative Book Review Index, 1905-1975.

This index is a great time-saver because it lists in one place all the books included in Book Review Digest (1905-1974) as well as Library Journal (1907-1974), Saturday Review (1924-1974), and Choice (1964-1974). Access is therefore provided to over one million book reviews.

Current Book Reviews Citations, 1976+

This compilation lists book reviews published in more than 1,000 journals and duplicates information included in ten leading periodical indexes. In other words, you would not have to look through each of the following indexes for reviews appearing after 1976: Applied Science and Technology Index, Art Index, Biological & Agricultural Index, Business Periodicals Index, Education Index, Humanities Index, Index to Legal Periodicals, Library Literature, Readers' Guide, and Social Sciences Index. Before 1976 it is necessary to check these indexes individually. Book reviews are usually grouped together in one section called "Book Reviews" and not listed separately under author or title.

Index to Book Reviews in the Humanities, 1960+

This index lists reviews of popular and scholarly books in the humanities and includes history, folklore, travel, and sports.

America: History and Life. Part B: Index to Book Reviews, 1974+

This index lists reviews of books pertaining to the United States and Canada. The emphasis is scholarly; it is published twice a year with annual subject indexes. For further discussion of *America: History and Life* see p. 81.

Review Journals

Some magazines are published primarily to review new publications and are called review journals. The following is a short list of general interest review journals:

Booklist (1905+) Also reviews films, tapes, and other non-print media.

New York Review of Books (1963+) includes scholarly, thoughtful, extensive reviews and essays.

New York Times Book Review (1896+) is the long-time standard in the field; it is indexed through 1971 in the *New York Times Index*.

Publisher's Weekly (1872+) includes brief reviews of books before publication.

Times Literary Supplement (1902+) is British, but international in scope.

Cinema Reviews

Reviews of popular movies can be found in periodical indexes. Like book reviews they are grouped under their own section and are not listed under individual titles. There are, of course, many specialized film indexes. These can be found by using Library Orientation Leaflet #4, browsing in a reference collection, or asking a reference librarian. Cinema reviews are located in:

Art Index under "Moving picture reviews--Single works".

British Humanities Index under "Cinema".

Humanities Index under "Moving picture reviews--Single works".

Readers' Guide to Periodical Literature under "Moving picture plays--Criticisms, plots, etc.".

NEWSPAPERS, NEWSPAPER INDEXES, AND NEWS SUMMARIES

One of the most important firsthand or primary sources available to you is the newspaper. By recording contemporary events, opinion, and advertising, newspapers provide a basic source for local, national, political, economic, and social history. By reading back files of newspapers, you can get the "feel" of a period, especially through letters to the editor, fashions, and editorials about controversial subjects.

Reference materials designed to facilitate the use of newspapers for research can be divided into three broad categories: directories, union lists, and indexes.

DIRECTORIES

The most complete lists of newspapers are found in published directories. Although most are arranged geographically, newspaper directories usually include subject lists of special newspapers, such as Black, agricultural, religious, etc. Other information, such as frequency of publication, date of foundation, subscription price, names of editors and publishers, etc., is also given. Important newspaper directories include:

Ayer Directory of Newspapers and Periodicals, 1880+

Ayer's Directory is an annual list of around 22,000 newspapers and magazines, published primarily in the United States and Canada. The arrangement is geographical by state and city, with a classified subject list.

Editor and Publisher International Yearbook, 1920+

Willing's European Press Guide, 1968+

Lutz, William D. Underground Press Directory, 1969.

Lutz is a great source for analyzing various movements of the twentieth century. Papers listed in Lutz are being microfilmed through a program sponsored by Bell and Howell and The Underground Press Syndicate. For an index to many underground publications, see the Alternative Press Index, below.

Newspapers on Microfilm, 1967.

This directory is arranged by state and by country and represents an effort to make back files of newspapers not otherwise available more accessible through purchase or interlibrary loan. This edition contains about 4,600 foreign and 17,100 U.S. newspapers.

UNION LISTS

Union lists of newspapers provide library locations of newspaper back files which are available in newsprint format. The most famous union lists of U.S. newspapers are:

Brigham, Clarence S. History and Bibliography of American Newspapers, 1690-1820, 1947; Additions and Corrections, 1961.

Gregory, Winifred. American Newspapers, 1821-1936; A Union List, 1943.

Brigham and Gregory are companions to the Union List of Serials (see page 88) and locate existing files, at the time of compilation, of newspapers in the U.S. Brigham and Gregory are useful to locate files of newspapers in your immediate geographical area; for those not located nearby, obtaining microfilm copies using Newspapers on Microfilm is usually much easier.

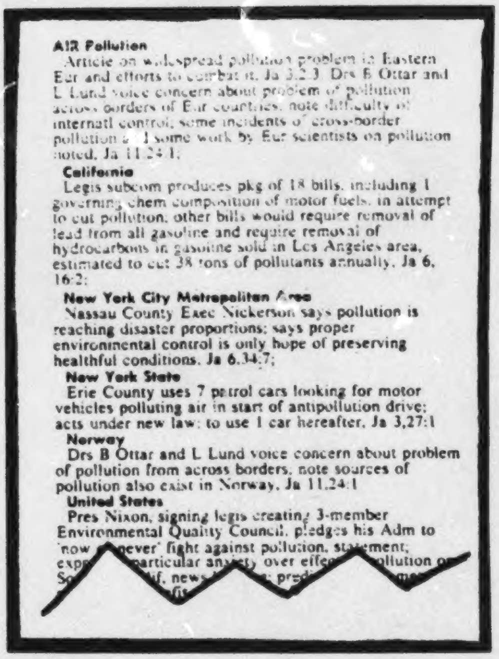
INDEXES

Depending on frequency of publication, newspapers may provide the most recent information available on a subject. The major problem using newspapers is that most are not indexed; the problem is gradually being remedied, but retrospective indexing is not generally available. Thus for the period prior to 1958, only two major newspaper indexes have been published:

New York Times Index, 1851+ [some years not yet indexed]

This index tries to include coverage of most subject areas as reported in the Late City Edition of the New York Times; thus major political, scientific, social, artistic, literary, musical, and athletic events are indexed. If you are concerned with the local treatment of important events, the NYT Index may still be useful to narrow down your search chronologically; once a time-frame has been established, local unindexed newspapers can be used.

Here is a sample entry from the New York Times Index for 1970 under the heading "AIR Pollution".



AIR Pollution

Article on widespread pollution problem in Eastern Eur and efforts to combat it. Ja 3.2:3. Drs B Ottar and L Lund voice concern about problem of pollution across borders of Eur countries; note difficulty of internatl control; some incidents of cross-border pollution and some work by Eur scientists on pollution noted. Ja 11.24:1;

California

Legis subcom produces pkg of 18 bills, including 1 governing chem composition of motor fuels, in attempt to cut pollution; other bills would require removal of lead from all gasoline and require removal of hydrocarbons in gasoline sold in Los Angeles area, estimated to cut 38 tons of pollutants annually. Ja 6, 16:2;

New York City Metropolitan Area

Nassau County Exec Nickerson says pollution is reaching disaster proportions; says proper environmental control is only hope of preserving healthful conditions. Ja 6.34:7;

New York State

Erie County uses 7 patrol cars looking for motor vehicles polluting air in start of antipollution drive; acts under new law; to use 1 car hereafter. Ja 3,27:1

Norway

Drs B Ottar and L Lund voice concern about problem of pollution from across borders, note sources of pollution also exist in Norway. Ja 11.24:1

United States

Pres Nixon, signing legis creating 3-member Environmental Quality Council, pledges his Adm to 'now [illegible]ever' fight against pollution, sta[illegible]ement; exp[illegible] particular anxiety over effe[illegible]ollution o[illegible] S[illegible]if, news [illegible] predi[illegible]

Index to the [London] Times, 1906+

Palmer's Index to the [London] Times Newspaper, 1790-June 1941.

The Index to the [London] Times is an alphabetical index to the Final Edition of the Times, but includes other matter from earlier editions as well. Book reviews are included under both the author's name and under the heading "Books reviewed". Palmer's Index is briefer, but useful because of the long period covered.

Other, less retrospective newspaper indexes are:

Daily Californian Index (1929+, 1897-1928 in progress) is on catalog cards in R&B.

Wall Street Journal Index (1958+) is located in the Social Sciences Library.

Index to the Christian Science Monitor (1960+)

Indian Press Index (1968+) indexes English language newspapers of India published until the demise of democracy in India in 1975.

California News Index (1970+) indexes topics pertaining to the State found in six California newspapers and seven California magazines.

Newspaper Index (1972+) indexes the Los Angeles Times, the Chicago Tribune, the New Orleans Times-Picayune, and the Washington Post.

Alternative Press Index (1969-1971, 1974+) is an index to underground and alternative newspapers and magazines. The Newspaper/Microcopy Room (see below) has available many such publications on microfilm.

In addition to newspapers and newspaper indexes, there are several "news summaries" which summarize published newspapers, and are designed to outline current national, regional, and international events. These publications should not be cited as primary sources; they may be used,however, as directional aids to them.

Facts on File (1940+) is a weekly world news digest; since the issues are usually very prompt, Facts on File can serve as a "current encyclopedia".

Keesings' Contemporary Archives (1931+) is another weekly news summary; a valuable feature is the inclusion of texts of speeches and documents.

Editorials on File (1970+) reprints significant editorials from many selected newspapers representing all sides of major issues.

News services for more limited areas include:

African Recorder, 1962+

ARR Arab Report and Record, 1966+

Asian Recorder, 1955+

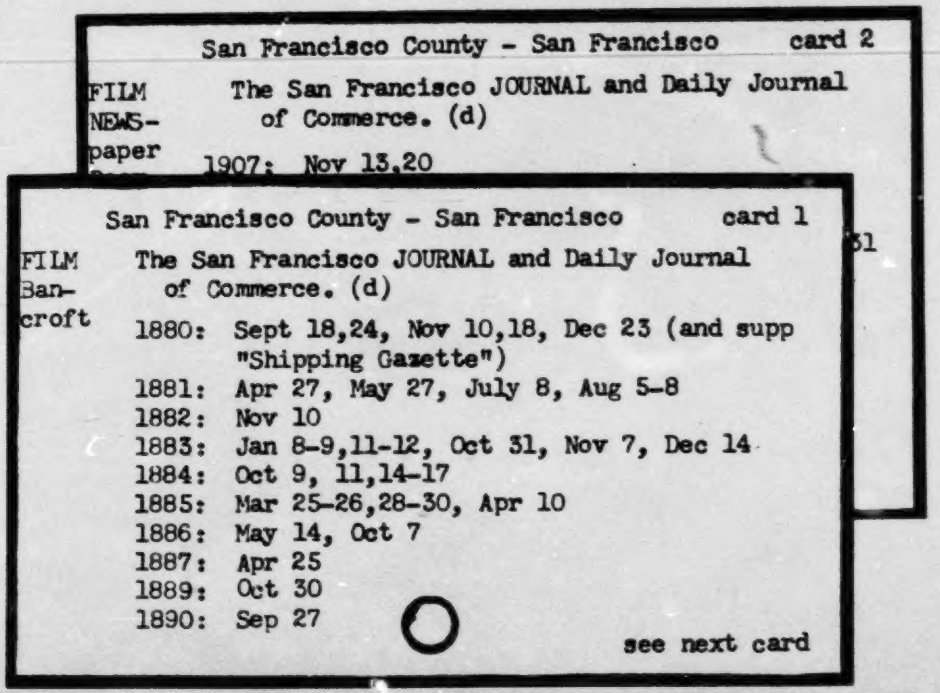
THE NEWSPAPER/MICROCOPY ROOM AND MICROCOPY COLLECTIONS

The Newspaper/Microcopy Room is the central repository for newspapers, microform materials and microform reading equipment in the Library system. Microcopy materials are also held in various branch and independent libraries, and additional information about these materials should be made at the appropriate location.

NEWSPAPERS IN THE NEWSPAPER/MICROCOPY ROOM

Newspapers, newspaper indexes, and news summaries have been discussed in the previous section. The main collection of newspaper indexes can be found in the Newspaper/Microcopy Room; additional copies of the New York Times Index can be found in R&B and in Moffitt Library.

When you have identified the title of a newspaper you want to use, you can use the card catalog in the Newspaper/Microcopy Room. The main section of the newspaper card catalog is arranged first geographically by country, state, and city; then by title under the appropriate geographical division. In filing newspaper cards by title, the name of the city, the periodicity, and the time of day, have been disregarded; the "filing word" is printed in upper case letters. Thus, the San Francisco Weekly Morning CHRONICLE would be filed under "CHRONICLE", ignoring the rest of the title. The following example is typical of the cards indicating holdings found in the geographical file of the Newspaper/Microcopy Room:



San Francisco County - San Francisco card 2

FILM
NEWS-
paper

The San Francisco JOURNAL and Daily Journal
of Commerce. (d)

1907: Nov 13,20

31

San Francisco County - San Francisco card 1

FILM
Ban-
croft

The San Francisco JOURNAL and Daily Journal
of Commerce. (d)

1880: Sept 18,24, Nov 10,18, Dec 23 (and supp "Shipping Gazette")
1881: Apr 27, May 27, July 8, Aug 5-8
1882: Nov 10
1883: Jan 8-9,11-12, Oct 31, Nov 7, Dec 14
1884: Oct 9, 11,14-17
1885: Mar 25-26,28-30, Apr 10
1886: May 14, Oct 7
1887: Apr 25
1889: Oct 30
1890: Sep 27

see next card

California and Western newspapers printed before 1906 are available for use in the Bancroft Library. Holdings of these newspapers are included in the Newspaper/Microcopy Room's geographical file.

In addition to the geographical file, a chronological cross-index file is maintained, which lists by year those newspapers available. The Author-Title Catalog in the Loan Hall has a catalog card for each newspaper title in the Newspaper/Microcopy Room, but the holdings for each title can be determined only by using the geographical section in the Newspaper/Microcopy Room.

No call numbers are used for newspapers, but you should note if the publication is on newsprint, on film, or in storage. Recent issues of newspapers are often purchased both on newsprint and microfilm. As the newsprint begins to deteriorate, it is discarded because the file is already on hand. There is no duplication of older material; it is available either in newsprint, or on film, not both.

The Newspaper/Microcopy Room also has a substantial collection of spoken recordings, including the works of Shakespeare, recordings of various historic speeches, inauguration addresses, etc. Consult the Sound Recording Card Catalog in The Newspaper/Microcopy Room.

MICROCOPY COLLECTIONS IN THE NEWSPAPER/MICROCOPY ROOM

In addition to newspapers, many other materials are available on microform--either film, cards, or fiche. Many microcopy items are fully cataloged in the Author-Title and Subject Catalogs of Doe Library. There are many collections, however, which have not been "analyzed"--that is, each item in the collection has not been given separate author, title, and subject cards--and are represented only under the title of the entire collection. Access to many thousands of such items can be gained only by using special published guides, indexes, and bibliographies.

Library Orientation Leaflet No. 12--Microcopy Collections--is a list of 63 collections, with the guides, indexes, and bibliographies which must be used to gain access to the contents of the collections. For example, item number 16 in the leaflet reports that Oberlin College has a collection of about 2,500 American anti-slavery pamphlets, some British anti-slavery propaganda, and some early pro-slavery literature, all of which has been reproduced on microcard. The 2,500 plus items in the collection, available on microcard in the Newspaper/

Microcopy Room, are not listed individually in the Author-Title Catalog; the only entry is under Collection of Anti-Slavery Propaganda in the Oberlin College Library. In order to gain access to this collection you must use its companion, The Classified Catalogue of the Collection, available in R&B and the Newspaper/Microcopy Room. It is usually necessary to use such a guide before using the Newspaper/Microcopy Room to determine the proper "item number". Microcopy collections are often stored using the numbering system of the published guide.

Many government documents are also on microform, and are kept in the Newspaper/Microcopy Room. You should determine the call numbers of these materials in the Documents Department before requesting them in the Newspaper/Microcopy Room.

GOVERNMENT DOCUMENTS

Government Documents refer to publications which are printed or published by the authority of a governmental body. Government publications may be issued by international organizations, such as the United Nations, the World Health Organization, and the Organisation of American States; by national governments such as the United States, Great Britain and Sri Lanka; by states, counties, cities, and regional bodies of any country, such as California and the Association of Bay Area Governments (ABAG). Treated like government documents are those publications of clubs and organizations under government auspices, the Red Cross and the Girl Scouts of America, for example.

Government, or public, documents appear in wide variety of forms: bound and unbound books, pamphlets, leaflets, looseleaf or "slip", microform, and periodical. Many of them are issued serially. Besides coming from many different levels of government and in a variety of forms, documents also cover a myriad of topics ranging from popular or current interest issues to the technical or scholarly. Government affects our lives at every turn: regulating transportation, water, energy, and pesticides; setting taxes and corporate regulations; watching over police and military activities; and so on endlessly.

The use of government documents in research is almost limitless. For example, The Smithsonian Institution discussed the lost continent of Atlantis in one of its annual reports, and the U.S. Census tells us there were three astrologers in California in 1860. You may better understand the world of documents by considering these four main areas:

1. Statistical information and sources.

Nearly every topic you think of can be illustrated with facts and figures: tons of wheat sold annually by the U.S. to the Soviet Union, federal monies used to support the arts, tons of uranium mined in the last ten years for nuclear uses, vital statistics, etc. The most accessible statistics come from census data, collected at all levels of government. In addition, many governments publish yearbooks of statistical information. For example, the U.N. publishes the Demographic Yearbook and the Statistical Yearbook, both well-known reference works.

2. Social policy and public affairs.

Actions taken by government affect our lives and are, therefore, a part of public affairs. Elected officials make laws. To learn as much as possible about an issue, legislative committees often hold hearings at which expert and lay testimony is heard. Printed transcripts of these hearings are available and are excellent sources of information. Additional sources of information are the publications of various executive agencies, such as Energy Research and Development Administration (ERDA) and the Office of Housing and Urban Development (HUD).

3. Historical Research.

Government publications of the past are important sources for historical information. For example, since 1789 the United States government has been publishing the "Serial Set", a huge 15,000 volume collection of government records which indexes records of exploration, wars, union disputes, annual reports of agencies, Senate and House Reports on private and public bills, and miscellaneous Senate and House Documents. Other governments publish similar records. One example is the British Parliamentary Papers.

4. Technical Information.

The Federal Government pays for research conducted at universities and by private industry. Reports generated by this research provide the latest technical data in diverse areas such as energy, aerospace development, cancer research, agriculture, housing, etc. Most of the technical data is available to the public, although in certain areas the data is "classified" (designated secret).

Now that you have a general notion of the breadth of subjects covered by government documents, the variety of formats, and the many levels of governmental publishers, you need to know how to find government documents in the University Library system.

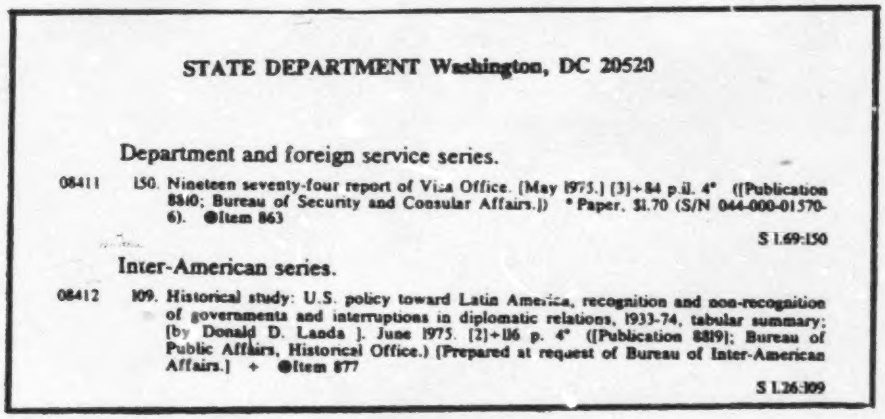
The Documents Department is the central documents library on campus. It is a "depository" library for the publications of the United States, Great Britain, Canada, California, and the United Nations. This means that the library receives the majority of these publications free and automatically. The library then purchases whatever else it wants and can afford. The Documents Department has a union catalog, which includes documents shelved in branch libraries and in its own collection.

Since the variety and form of documents are so extensive and because so many government publications are published serially, many documents are not fully represented in card catalogs. Therefore, you will need to use printed indexes, bibliographies, and lists of publications. Once you have found a citation for a government document in one of these sources, you may look for it in the two catalogs of the Document Department. The oldest and largest is arranged by government and agency publishing the material. Most items listed in this catalog are not represented in Doe's Author-Title and Subject Catalogs. The newer and smaller catalog continues the first, but is not arranged by agency. It is a "dictionary" catalog and has LC printed cards for materials cataloged since July 1973. Materials in this catalog are represented in the Doe catalogs. You may have to check both Documents catalogs and/or ask for help. Many documents have not been assigned call numbers. These must be paged by the Documents staff. Paging takes about one to five minutes.

Government serial publications are shown in the catalog only on series entry cards; they are listed by series number, and not by individual title. For example, while using the Monthly Catalog (one of the most important indexes to government publications) you find a citation to a document entitled "Historical Study: U.S. Policy Toward Latin America, 1933-1974".

The largest publication in the world is the British Parliamentary Papers, published by the Irish University Press between 1967 and 1971. A complete set weighs 3.64 tons, costs $65,000 and would take six years to read at ten hours per day. The binding of the edition involved the sacrifice of 34,000 Indian goats and $39,000 worth of gold ingots. Further volumes are planned.

Your reference from the Monthly Catalog looks like this:



STATE DEPARTMENT Washington, DC 20520

Department and foreign service series.

08411 150. Nineteen seventy-four report of Visa Office. [May 1975.] [3]+84 p.il. 4° ([Publication 8810; Bureau of Security and Consular Affairs.]) * Paper, $1.70 (S/N 044-000-01570-6). ●Item 863

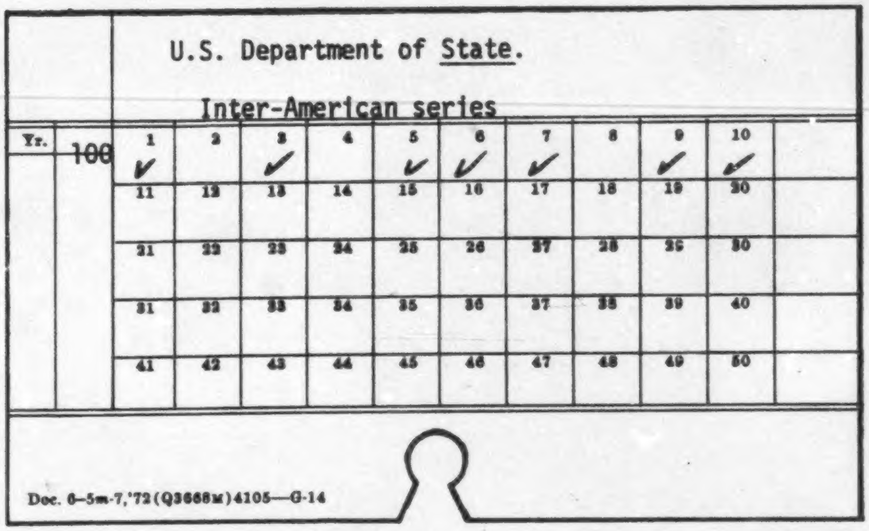
S 1.69:150

Inter-American series.

08412 109. Historical study: U.S. policy toward Latin America, recognition and non-recognition of governments and interruptions in diplomatic relations, 1933-74, tabular summary; [by Donald D. Landa]. June 1975. [2]+116 p. 4° ([Publication 8819]; Bureau of Public Affairs, Historical Office.) [Prepared at request of Bureau of Inter-American Affairs.] + ●Item 877

S 1.26:109

If you looked for this report by title in the catalog you would not find it. You would locate it, though, under the agency, and then under the series title, Inter-American Series No. 109. The series entry cards are buff or orange colored and look like this:



U.S. Department of State.

Inter-American series

Yr.	100	1 ✓	2	3 ✓	4	5 ✓	6 ✓	7 ✓	8	9 ✓	10 ✓	
		11	12	13	14	15	16	17	18	19	20	
		21	22	23	24	25	26	27	28	29	30	
		31	32	33	34	35	36	37	38	39	40	
		41	42	43	44	45	46	47	48	49	50	

Doc. 6–5m-7,'72(Q3668M)4105—G-14

If you can't locate your citation in the catalogs, ask the Documents reference staff for help. This is one department in which you really have to work with the staff to find materials.

REMEMBER ABOUT DOCUMENTS

* the extensiveness of forms, subjects, and publishers
* the need to use printed indexes and bibliographies
* the Documents staff is there to help

In addition to the Documents Department and the branch libraries, whose holdings are reflected in the Documents Department catalogs, there are several other locations on campus for government publications. The Institute of Governmental Studies Library (IGS) in Moses Hall has a large collection of state, county, and city documents and is especially strong in the area of public administration. IGS Library is a depository for publications of the State of California, its regions, and of Alameda County.

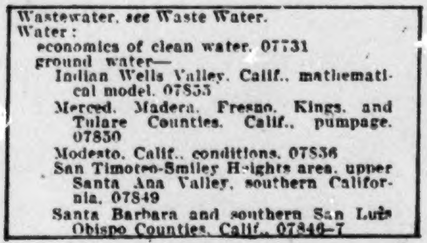
As you might expect, Boalt Hall's Law Library has a large collection of documents. These publications are not listed in any central catalog and can be found only by going to the appropriate libraries. Two examples are the Institute of Transportation Studies Library (ITSL) and the Water Resources Archives.

IMPORTANT DOCUMENT INDEXES

1. CURRENT U.S. INDEXES

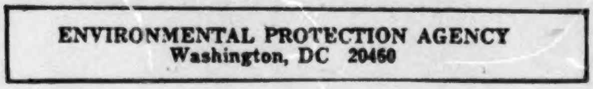
The Monthly Catalog, 1895+

The Monthly Catalog is the most complete source for U.S. documents published by the Government Printing Office (GPO) and is published monthly with annual cumulations. Until July 1976 it was arranged by agency (corporate) author, with subject, personal author, and title indexes. A black dot in the citation indicates that the item is received by depository libraries, which includes the U.C., Berkeley Library. After July 1976 the Monthly Catalog has consisted of six parts--the text and five indexes. The entries in the text are arranged according to the Superintendent of Documents classification number, under the publishing departments and agencies. An entry number is given at the upper left. The indexes include: author, title, subject, report/series, and stock number, and give entry numbers to the text section.

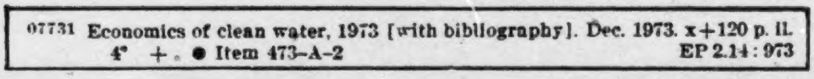


Wastewater, *see* Waste Water.
Water:
  economics of clean water. 07731
  ground water—
    Indian Wells Valley, Calif., mathematical model. 07853
    Merced, Madera, Fresno, Kings, and Tulare Counties, Calif., pumpage. 07850
    Modesto, Calif., conditions. 07836
    San Timoteo-Smiley Heights area, upper Santa Ana Valley, southern California. 07849
    Santa Barbara and southern San Luis Obispo Counties, Calif., 07846-7

index, with entry number



ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460



07731 Economics of clean water, 1973 [with bibliography]. Dec. 1973. x+120 p. il.
4° + . ● Item 473-A-2 EP 2.14 : 973

actual entry

Cumulated Subject Index of the Monthly Catalog, 1900-1971.

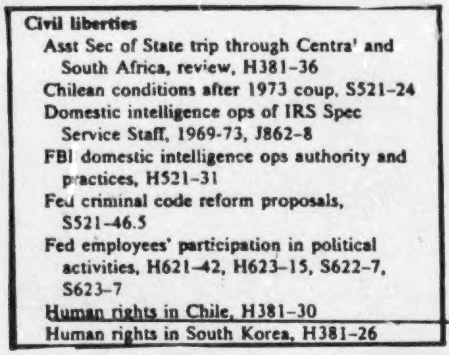
This is a computer-generated subject index of the earlier Monthly Catalogs. The index does not give full entries; it refers you to the original entry in the Monthly Catalog.

Cumulative Personal Author Index of the Monthly Catalog, 1940-1970.

This index comes in four volumes and indexes personal authors, editors and researchers.

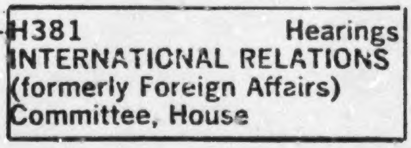
CIS Index. (Congressional Information Service. Index of Publications of the United States Congress), 1970+

The CIS Index indexes and abstracts U.S. Congressional publications, documents, prints, reports, and hearings. It has one index for subjects, personal names (authors of bills, witnesses at hearings), bills and public law numbers. The abstracts are arranged alphabetically by committee name, then chronologically. For hearings before 1970 use the Monthly Catalog and the Index of Congressional Committee Hearings.



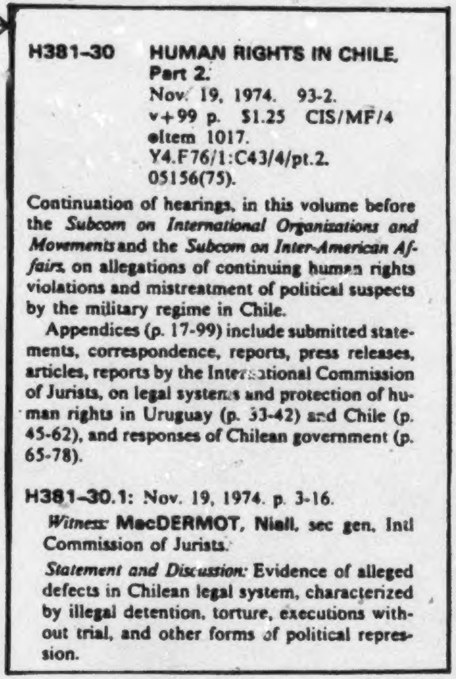
Civil liberties
- Asst Sec of State trip through Central and South Africa, review, H381-36
- Chilean conditions after 1973 coup, S521-24
- Domestic intelligence ops of IRS Spec Service Staff, 1969-73, J862-8
- FBI domestic intelligence ops authority and practices, H521-31
- Fed criminal code reform proposals, S521-46.5
- Fed employees' participation in political activities, H621-42, H623-15, S622-7, S623-7
- Human rights in Chile, H381-30
- Human rights in South Korea, H381-26

index



H381 Hearings
INTERNATIONAL RELATIONS
(formerly Foreign Affairs)
Committee, House

abstract heading



H381-30 **HUMAN RIGHTS IN CHILE, Part 2.**
Nov. 19, 1974. 93-2.
v+99 p. $1.25 CIS/MF/4
●Item 1017.
Y4.F76/1:C43/4/pt.2.
05156(75).

Continuation of hearings, in this volume before the *Subcom on International Organizations and Movements* and the *Subcom on Inter-American Affairs*, on allegations of continuing human rights violations and mistreatment of political suspects by the military regime in Chile.

Appendices (p. 17-99) include submitted statements, correspondence, reports, press releases, articles, reports by the International Commission of Jurists, on legal systems and protection of human rights in Uruguay (p. 33-42) and Chile (p. 45-62), and responses of Chilean government (p. 65-78).

H381-30.1: Nov. 19, 1974. p. 3-16.

Witness: **MacDERMOT, Niall,** sec gen, Intl Commission of Jurists.

Statement and Discussion: Evidence of alleged defects in Chilean legal system, characterized by illegal detention, torture, executions without trial, and other forms of political repression.

abstract

2. TECHNICAL REPORT INDEXES

Government Reports Announcements and Index

This publication lists technical reports available from the National Technical Information Service (NTIS) for a fee. The indexes come out semi-monthly with annual cumulations. Separate indexes are arranged by subject, personal and corporate authors, report or accession numbers, and contract numbers. The abstracts are in a classified subject arrangement. Abstracts with AD or PB numbers are available from the State Library through the Documents Department. Technical reports are issued on microfiche; Berkeley's collection is housed in the Newspaper/Microcopy Room.

ERIC Resources in Education

ERIC is the acronym for Educational Research Information Center, and is the clearinghouse for technical reports in all areas of education. This index is located in many libraries on campus; most of the reports are on microfiche in the Education/Psychology Library.

Nuclear Science Abstracts

Technical reports available through ERDA, formerly the Atomic Energy Commission, are concerned with all types of energy use, production, pollution, and technology. All reports marked "Dep." in the Report Number Section are at U.C. Davis' ERDA depository and can be sent to UCB via jitney in a day or two. These reports are also available from NTIS for a fee.

Scientific and Technical Aerospace Reports (STAR)

Technical reports issued by the National Aeronautics and Space Administration (NASA) and other agencies are available through the NASA depository at UCB's Documents Department.

3. STATE INDEXES

California State Publications

This tool lists only those California state publications received by the California State Library, but not everything published by the State. It is arranged by agency author with an annual cumulated subject index.

Monthly Checklist of State Publications

This monthly index lists all state publications received by the Library of Congress, and is arranged by state, then agency. There is an annual subject index.

Index to Current Urban Documents

This quarterly index with annual cumulations emphasizes social, economic, and administrative materials for larger cities and counties in the United States and Canada. This is the only source for local-level documents and is located at The IGS Library.

4. INTERNATIONAL AND FOREIGN INDEXES

Almost all international bodies publish catalogs of their publications. These are shelved in the Documents Reading Room in the "International Lists" section. Indexes for foreign publications are in the "Foreign Lists" section. Some international indexes are:

United Nations. Documents Index (UNDI), 1950-1973.

United Nations. Documents Index (UNDEX)

UNDI is arranged by the United Nation's system of document symbols. These symbols are also used to locate UN publications in the Documents catalogs. UNDEX, which also uses documents symbols, is issued in three parts: the Subject Index, the Country Index, and the List of Documents Indexed.

5. OTHER INDEXES WHICH INCLUDE GOVERNMENT DOCUMENTS

Biological & Agricultural Index, 1919+

Education Index, 1929+

New York Times Index, 1851+

P.A.I.S. Bulletin, 1915+

6. STATISTICAL INFORMATION FROM GOVERNMENT SOURCES

Statistical Abstract of the United States

This annual compilation of selected statistics on all subjects is well-known, heavily used, and located in many reference collections on campus. Each table cites its source of information which can lead you to more detailed data. It is published by the Bureau of the Census, which also publishes the County and City Data Book and the Congressional District Data Book, and other widely used statistical sources.

U.S. Bureau of the Census. Censuses...

Population and housing censuses have been taken every ten years since 1790. Standard Metropolitan Statistical Areas (SMSA's), such as the San Francisco-Oakland Bay Area, are further divided into census tracts, and even further into block data. In addition, there are other censuses taken every five years: retail and wholesale trade, manufactures, construction, transportation, mineral industries, service industries, agriculture, and governments.

American Statistics Index (ASI), 1973+

Published by the Congressional Information Service, ASI indexes and abstracts all statistics appearing in U.S. government documents. It is similar in format to the CIS Index and has detailed geographic, economic, and demographic indexes.

California Statistical Abstract

This abstract contains information only about California; it is similar to the Statistical Abstract of the U.S.

United Nations. Statistical Yearbook

This summary of world statistics, as reported to the U.N., covers populations, finance, agricultural and industrial production, housing, etc., and is particularly useful for comparative statistics of different countries. Should you be researching a particular area or country, ask at the Documents reference desk for foreign statistical abstracts, area handbooks, or foreign yearbooks.

7. U.S. HISTORICAL AND RETROSPECTIVE SOURCES

Dates of coverage are shown in brackets [ ]

[1789+]	CIS. U.S. Serial Set Index This new publication is still in progress, and eventually will make the following indexes unnecessary.
[1774-1881]	Poore. Descriptive Catalogue of Government Publications.
[1789-1817]	Greely. Public Documents of the First Fourteen Congresses....
[1789-1909]	Checklist of U.S. Public Documents. Checklist '70 covers 1789-1970 but is not available at Berkeley
[1817-1893]	Tables of and Annotated Index to Congressional Series.
[1881-1883]	Ames. Comprehensive Index.
[1895+]	Monthly Catalog.

SECTION III:

PLANNING YOUR SEARCH

RESEARCH STRATEGY

Before you begin to research a subject there is one important step which must not be overlooked--the development of a plan for action, a research strategy. A strategy gives direction and impetus to your search and commits you to a logical, well organized progression from one step to another. Although it may seem a waste of time to develop a strategy, you will soon learn its value in saving a great deal of time later on. In addition, a well constructed strategy is insurance against missing important, perhaps vital, materials on your topic. A mad dash through a library's card catalogs, stacks, indexes, etc., does not qualify as a research strategy and simply wastes time, leaves important stones unturned, and leads to frustration. Therefore, plan ahead!

The strategy in this section is a "model", all or part of which may be employed in researching a subject. Basically it comprises four parts, each of which subsumes several steps. These parts are: 1. selecting a topic, 2. finding background information, 3. conducting in-depth research, and 4. evaluating your results. You should realize, however, that different topics may require different approaches. For example, research on early American agrarian reform necessitates a historical approach using available guides and bibliographies; whereas researching the current California farm workers' movement suggests an altogether different one. Another example shows how the same topic requires a different strategy when it is researched at different times. If you happened to research the Watergate scandal just following its occurrence, you naturally would have turned to newspapers, news magazines, and the like for your information. However, were you to undertake that research today you would want to start with books which provide you with an overview and specific references to articles and other books. Your topic, therefore, dictates your strategy to a greater or lesser degree.

A MODEL RESEARCH STRATEGY

Part 1--Selecting a Topic

1. Is the topic of sufficient interest to sustain your research over the required time?
2. Can you convey this interest to your readers?
3. Can you thoroughly research your topic in the time allotted for the completion of your paper or is your topic too broad.
4. Is it likely that you will find sufficient material to write a paper, or is your topic too new, too specialized, or too limited in appeal to have received coverage in a broad variety of forms?

Part 2--Finding Background Information

A. General Background

1. Read an article about your topic in a general or subject encyclopedia, biographical dictionary, or other appropriate reference work.
2. Note whether this article covers your entire topic in just a few short sentences or several thousand words. This may indicate that the topic is too narrow or too broad for a paper.
3. Note terms and concepts used throughout the article for possible future aid to searching.
4. Make bibliography cards (bib. cards) from the article's references.

B. Specific Background

1. Identify the range of classification numbers (either from LCSH or the Subject Catalog) which includes your topic.
2. Browse in the appropriate shelves and shelflist area to make a survey of the items available on your topic.
3. Examine and select those books most appropriate for your topic and make bib. cards.
4. Read from one or two of those titles for more specific background information.

Part 3--Conducting In-Depth Research

A. Guides and Bibliographies

1. When possible obtain a guide to your topic or the field in which it belongs. When you cannot do so you will have to rely entirely on general guides to reference works. Use these guides to identify materials relevant to your topic.
2. Identify bibliographies on your topic or its broader field.
3. Make bib. cards for each citation you want to pursue. Keep a list of all directional sources you want to consult.

4. Ask yourself whether you are finding a lot or a small amount of relevant material. If you have isolated guides and bibliographies you should now have a good idea whether to continue with your topic.

B. Subject Catalog

1. Drawing from your background information, compile a list of words and concepts you feel are related to your topic.
2. Use LCSH to select headings authorized for your topic; note related and subdivided headings. Keep a list of headings for future reference.
3. Use this list to thoroughly scour the Subject Catalog for material on your topic.
4. Make bib. cards for items most appropriate; pay special attention to bibliographies and other directional forms.
5. Scan tracings for further subject leads.
6. Check Author-Title Catalog for more information.
7. Locate noted items; examine tables of contents, indexes, references, etc. Note types of sources used by the authors--primary or secondary, books or articles. If government documents are cited this may indicate that form's importance to your topic.
8. Note the publication dates of the sources used by the authors. Very early or current materials may be excluded leaving research gaps.
9. Make a note card for each idea you will want to incorporate into the text of your paper.
10. Is the number of items located in the Subject Catalog encouraging?

C. Supplementing the Subject Catalog

1. Using your list of authorized subject headings consult national and trade bibliographies. Use retrospective and current lists as required.
2. Look through any printed catalogs which might be available from other research libraries.
3. Make bib. cards for items you will want to seek out.

D. Published Articles

1. Use a guide to periodical literature and the Subject Catalog to identify relevant indexes and abstracts.
2. Keep a list of the indexes you want to search and estimate the span of years you will need to cover.
3. Use your list of LC headings as a starting place for searching in indexes. If these headings are not used in an index, use your imagination for alternatives.
4. Examine the selected periodical articles as thoroughly as you did books, taking notes as you go. Make a bib. card for each relevant citation noting any bibliographies.

E. Other Sources and Forms

1. Government documents should be searched when their relevance is indicated by the above searching.
2. Pamphlets may be available and invaluable for some topics so check libraries for pamphlet collections.
3. Newspapers and microforms may have something special to offer your topic--or they may be vital to it.
4. Dissertations and theses are often valuable sources for scholarly or scientific topics.
5. Proceedings of meetings, conferences, symposia, etc., are most often encountered in the sciences and social sciences. Special indexes help identify these hard-to-find forms.
6. Special libraries and collections, bookstores, and expert consultants may also prove helpful for your topic.

Part 4--Evaluating Your Discoveries

1. What is your own opinion about an item's value and what it contributes to your topic?
2. The eminence of an author, issuing agency, or publisher may indicate reliability and importance of books, etc.
3. You may discover what experts have said by locating book reviews.
4. Items you have selected may have been discussed or referred to in other works.
5. Articles in periodicals, especially in the sciences, may also receive subsequent discussion.
6. A work cited frequently in a variety of publications may indicate it is important to your topic.

HOW TO CHECK OUT A BOOK

There are circulating and non-circulating materials in the Library system. Lending rules for circulating materials vary from library to library. The length of time you can check out an item depends on the material to be borrowed, your status as borrower, and the loan policy in the specific library.

Fines also vary with the particular library. Some may fine for any overdue item; others assess overdue fines only for reserve books and/or for materials not returned when recalled (i.e., when someone has requested a book you have checked out). Others may not fine at all.

In general, all material should be returned or renewed by the date (and hour) stamped on the charge slip; or, if the book has been recalled, by the date stamped on the recall notice. UCB libraries no longer send overdue notices; it is up to the borrower to know when materials are due.

You have access to Doe Library's stacks because you are a Bibliography I student. The stacks of most other campus libraries are open to all students. To save you time, larger libraries usually provide you with floor plans to their stacks.

When you find your book in the stacks, fill out a charge card, take it to the check-out desk, and check it out. Your reg. card is your library card. If the book is not in the stacks, there are a number of things you may do:

1. Look on the shelves nearby; the volume may have been misshelved.
2. Look on the sorting shelves, shelving trucks, tables and desks. If you find it in a carrel, and it is checked out, you may not take it.
3. If you still can't find it, return to the Circulation Desk to determine whether the book is checked out, missing, or in storage.
    a. If the book is checked out you may either place a "hold" on it so that you will notified upon its return, or you may recall it (most items may be recalled after two weeks), so that the person who has the book will return it for your immediate use. Do not hesitate to use this service. Oftentimes the book is checked out to someone who has had it for several months.
    b. If the book is missing, request a search. You should also recheck the Author-Title Catalog to determine whether additional copies are available in other libraries.
    c. If the book is in Richmond storage ask that it be retrieved for you. Materials requested by 4:30 p.m. are usually ready to be picked up the following day.

4. When you are certain the Library system does not own the item you need, it may be possible to borrow it from another library. Take your citation to the Interlibrary Loan office in Doe Library to see whether such a request may be made. Undergraduates may borrow materials from any of the nine UC campuses; graduate students or faculty members may borrow from libraries worldwide. There is no guarantee when borrowed materials will arrive as they may take from one day to one year, although most items will arrive after only a few weeks.

COMMON PROBLEMS IN LOCATING MATERIALS

IN THE CARD CATALOG

1. Call numbers incomplete: There may be several hundred books with the same classification number (like PN1995). You may never find the book you want if you try to save time in the card catalog by carelessly eliminating parts of the call number or neglecting to note library locations.

Catalog cards may include special location information which should always be noted when copying call numbers, even though some of this information is no longer applicable. If you do not understand these designations on a card, take the catalog tray to the Catalog Information Desk or to the General Reference Service for assistance. Some examples of special location designations are:

"f" or "ff" preceding the call number indicates oversized volumes, which are usually shelved separately.

"t" before a call number, means "tiny"

X-8 indicates materials in the Morrison Library

XMAC indicates materials in the Humanities Graduate Service (HGS).

Foreign dissertations must be requested at Periodical Room Desk

308t designates a UCB thesis or dissertation which must be requested at Doe's Circulation Desk.

"Case B" refers to rare materials (not applicable, no longer shelved separately).

"in storage" materials must be requested at Doe's Circulation Desk.

Materials with Rowell call numbers are shelved separately in Doe's stacks.

Microform materials must be obtained in the Newspaper/Microcopy Room (see p.101).

2. Main entry overlooked: The main entry card is the only card for many items. It is also the only place that lists all library locations.
3. Bibliographic entries misinterpreted: Periodicals, articles and parts of collections are not indexed in the Author-Title Catalog.
4. Information and authority cards ignored.

COMMON PROBLEMS IN THE STACKS...

1. Call numbers misread: The second element of the call number is really a decimal number and must be read as such.
2. Floor plan not consulted.
3. Circulation Desk bypassed: For materials not found in the stacks you must check at the Circulation Desk.

BIBLIOGRAPHIC CITATION

Few treatises are written whole cloth. They depend on the work and ideas of others who have written previously. Bibliographic citations are the necessary means used to indicate to your readers which sources you have used in writing your paper. This information provides readers a further way to extend their own research and study. Therein lies the essential importance of any bibliography.

The goal of bibliographic citation is to identify an item as a physical object so that it may be recognized and distinguished from other similar works, including previous editions of the same title. The intellectual content of a work is not the concern of bibliographic citation; that more rightly belongs to annotation or to the content of your paper.

When you compose a bibliographic citation there are two things always to keep in mind: accuracy and completeness. An incomplete and/or inaccurate citation will, from the outset, cause you needless frustration and waste your time through the retracing of previous steps. An uncorrected citation will confuse your reader, furthermore, and may deprive her/him of a badly needed source of information.

There are ten elements which may comprise a citation for a book. Not all these elements will appear in every book you encounter; however, when any of them does, it must be listed in your citation. Other information provided by a book may be superfluous. When this is the case it should be left out. Previous edition numbers and copyright dates are examples. However, when there is doubt about the relevance of bibliographic information it is probably best to include it. A corresponding set of elements may be drawn up for periodical articles, government documents, etc.

BIBLIOGRAPHIC ELEMENTS FOR A BOOK

1. Author/s
2. Title, with subtitle when distinctive
3. Editor/s
4. Translator/s (also illustrator/s, compiler/s, etc.)
5. Number of volumes or total main pagination (the latter usually stated last)
6. Edition number
7. Series title
8. Place of publication
9. Publisher and/or printer
10. Date of publication (or copyright when imprint unavailable)

Fortunately you are not left to your own devices where bibliographic style is concerned. There are several style manuals which give more or less explicit directions on how to construct citations. Two of the most widely used are Kate Turabian's A Manual for Writers and Peyton Hurt's Bibliography and Footnotes. There are many other style manuals, some designed for special groups or types of publications, such as the American Medical Association's Style Book or the manual issued by the U.S. Government Printing Office. Once a style manual has been settled on, you should scan it to see how it is arranged and become familiar with its contents and index (remember, it is a reference book, too!). Then methodically read those sections of greatest importance to you.

When you study your style book you will notice that consistency in citation is strictly adhered to. All like books are cited in the same fashion, the same is true for magazines, journals, encyclopedia articles, etc.

Next follow two sets of citations, the first based on Turabian's book, the second according to Hurt's manual. You will notice similarities and differences. These examples are not to be used in lieu of a style book but are given here to supplement those from which they are drawn.

Sample Bibliographic Entries from:

Kate L. Turabian. A Manual for Writers of Term Papers, Theses, and Dissertations (Chicago: University of Chicago Press, 1973), pp. 132-158.

BOOKS

One author
Tillich, Paul. Systematic Theology. 3 vols. Chicago: University of Chicago Press, 1951-63.

Two authors
Houghton, Walter E., and Stange, G. Robert. Victorian Poetry and Poetics. Cambridge, Mass.: Harvard University Press, 1959.

Three authors
Berelson, Bernard R.; Lazarsfeld, Paul F.; and McPhee, William N.: Voting. Chicago: University of Chicago Press, 1954.

More than three authros
Pelikan, Jaroslav Jan; Ross, M.G.; Pollard, W.G.; Eisendrath, M.N.; Moeller, C.; and Wittenberg, A. Religion and the University. York University Invitation Lecture Series. Toronto: University of Toronto Press, 1964.

No author given
The Lottery. London: J. Watts, [1732].

Institution, association, or the like, as "corporate author"
Special Libraries Association. Directory of Business and Financial Services New York: Special Libraries Association, 1963.

Editor as "author" (same form used for compiler and translator)
Anderson, J. N. D., ed. The World's Religions. London: Inter-Varsity Fellowship, 1950.

Author's work translated by another (same if edited by another)
Lissner, Ivar. The Living Past. Translated by J. Maxwell Brownjohn. New York: G.P. Putnam's Sons, 1957.

Author's works contained in his collected works
Coleridge, Samuel Taylor. The Complete Works of Samuel Taylor Coleridge. Edited by W. G. T. Shedd. Vol. 1: Aids to Reflection. New York: Harper & Bros., 1884.

Book in a series
Clapp, Verner W. The Future of the Research Library. Phineas W. Windsor Series in Librarianship, no. 8. Urbana: University of Illinois Press, 1964.

Reprint edition
Myrdal, Gunnar. Population: A Problem for Democracy. Cambridge: Harvard University Press, 1940; reprint ed., Gloucester, Mass.: Peter Smith, 1956.

Component part by one author in a work edited by another
Tillich, Paul. "Being and Love." In Moral Principles of Action, pp. 661-72. Edited by Ruth N. Anshen. New York: Harper & Bros., 1952.

ARTICLES IN JOURNALS, MAGAZINES

Article in a journal

Swanson, Don. "Dialogue with a Catalogue." Library Quarterly 34 (December 1963): 113-25.

Article in a magazine

Tuchman, Barbara W. "If Asia Were Clay in the Hands of the West." Atlantic, September 1970, pp. 68-84.

ARTICLES IN ENCYCLOPEDIAS

Signed article

Encyclopaedia Britannica, 11th ed. S.v. "Blake, William," by J.W. Comyns-Carr.

Unsigned article

Encyclopedia Americana, 1975 ed. S.v. "Sitting Bull."

NEWSPAPERS

Unsigned article

"Amazing Amazon Region." New York Times, 12 January 1969, sec. 4, p. E11.

Unsigned articles over a long period

Times (London), 4 January-6 June 1974.

BOOK REVIEWS

DeMott, Benjamin. Review of Briefing for a Descent into Hell, by Doris Lessing. Saturday Review, 13 March 1971, pp. 25-26.

MICROFORM REPRODUCTIONS

Chu, Godwin C., and Schramm, Wilbur. Learning from Television: What the Research Says. Bethesda, Md.: ERIC Document Reproduction Service, ED 014 900, 1967.

THESES AND OTHER PAPERS

Phillips, O. C., Jr. "The Influence of Ovid on Lucan's Bellum civile." Ph.D. dissertation, University of Chicago, 1963.

CONGRESSIONAL DOCUMENTS

U.S. Congress. House. A Bill to Require Passenger-Carrying Motor Vehicles Purchased for Use by the Federal Government to Meet Certain Safety Standards. H.R. 1341, 86th Cong., 1st sess., 1959.

U.S. Congress. Joint Economic Committee. The Low-Income Population and Economic Growth, by Robert J. Lampman. Joint Committee Print, Study Paper 12. Washington, D.C.: Government Printing Office, 1959.

U.S. Congress. House. Committee on Ways and Means. Narcotics, Marijuana, and Barbiturates. Hearings before a subcommittee of the House Committee on Ways and Means on H.R. 3490, 82d Cong., 1st sess., 1951.

U.S. Congress. Senate. Report of the Federal Trade Commission on Utility Corporations. S. Doc. 92, 70th Cong., 1st sess., 1935.

EXECUTIVE DEPARTMENT DOCUMENTS

U.S. Department of Agriculture. Farm Security Administration and Bureau of Agricultural Economics Co-operating. Analysis of 70,000 Rural Rehabilitation Farmlands, by E.L. Kirkpatrick. Social Research Report No. 9. Washington, D.C.: Government Printing Office, 1938.

MAPS

U.S. Geological Survey. Topographic Series 1:24,000. Oakland East, California. Photo revised 1959, 1962, 1972.

Sample Bibliographic Entries from:

Peyton Hurt, Bibliography and Footnotes (3rd ed.; Berkeley and Los Angeles: University of California Press, 1968), pp. 1-80.

BOOKS

One author
Tillich, Paul. Systematic Theology. Chicago: University of Chicago Press, [1951-63]. 3 vols.

Two authors
Houghton, Walter E., and G. Robert Stange. Victorian Poetry and Poetics. Cambridge: Harvard University Press, [1959]. 854 pp.

Three authors
Berelson, Bernard R., Paul F. Lazarsfeld, William N. McPhee. Voting. [Chicago]: University of Chicago Press, [1954]. xix, 395 pp.

More than three authors
Pelikan, Jaroslav Jan, and others. Religion and the University. York University Invitation Lecture Series. [Toronto]: University of Toronto Press, 1964. viii, 128 pp.

No author given
The Lottery. London: J. Watts, [1732]. 4 pp., 1l, 36 pp. Illustrations, music.

Institution, association, or the like, as "corporate author"
Special Libraries Association. Directory of Business and Financial Services. New York: The Association, 1963. 483 pp.

Editor as "author" (same form used for compiler and translator)
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Author's work translated by another (same if edited by another)
Lissner, Ivar. The Living Past. Translated by J. Maxwell Brownjohn. New York: Putnam's, [1957]. 444 pp. Illustrations.

Author's works contained in his collected works
Coleridge, Samuel Taylor. "Aids to Reflection." Vol. I of The Complete Works of Samuel Taylor Coleridge. Edited by W. G. T. Shedd. New York: Harper, 1884. 7 vols.

Book in a series
Clapp, Verner W. The Future of the Research Library. Phineas W. Windsor Series in Librarianship, [no. 8]. Urbana: University of Illinois Press, 1964. vii, 114 pp.

**Reprint edition*
Myrdal, Gunnar. Population: A Problem for Democracy. Cambridge: Harvard University Press, 1940; Gloucester, Mass.: Smith, 1956. xiii, 237 pp.

Component part by one author in a work edited by another
Tillich, Paul. "Being and Love," in Ruth N. Anshen, ed., Moral Principles of Action. New York: Harper, 1952. Pp. 661-72.

---

*Hurt gives no special instructions other than to suggest providing the "full imprint".

ARTICLES IN JOURNALS OR MAGAZINES (Both treated the same)

Article in a journal:

Swanson, Don. "Dialogue with a Catalogue," Library Quarterly, 34 (Dec., 1963), 113-25.

Article in a magazine

Tuchman, Barbara W. "If Asia Were Clay in the Hands of the West," Atlantic, 226 (Sept., 1970), 68-84.

ARTICLES IN ENCYCLOPEDIAS

Signed article

Comyns-Carr, J. W., "Blake, William," Encyclopaedia Britannica, 11th ed., IV (1910), 36-38.

Unsigned article

"Sitting Bull," Encyclopedia Americana, International ed., 24 (1975), 852.

NEWSPAPERS

Unsigned article

'Amazing Amazon Region," New York Times, Jan. 12, 1969, sec. 4, p. E11.

Unsigned articles over a long period

Times (London), Jan. 4 - June 6, 1974.

*BOOK REVIEWS

DeMott, Benjamin. [Review of] Doris Lessing, Briefing for a Descent into Hell, Saturday Review, 54 (Mar. 13, 1971), 25-26.

*MICROFORM REPRODUCTIONS

Chu, Godwin C., and Wilbur Schramm. Learning from Television: What the Research Says. ED014 900. Bethesda, Md.: ERIC Document Reproduction Service, 1967. 2 sheets.

THESES AND OTHER PAPERS (UNPUBLISHED)

Phillips, O. C., Jr. The Influence of Ovid on Lucan's "Bellum civile". Unpublished Ph.D dissertation. University of Chicago, 1963. 124 numb. leaves.

CONGRESSIONAL DOCUMENTS

U.S. Congress. House. A Bill to Require Passenger-Carrying Motor Vehicles Purchased for Use by the Federal Government to Meet Certain Safety Standards. 86th Cong., 1st sess., H. Res. 134. Washington: G.P.O., 1959. 26 pp.

U.S. Congress. Joint Economic Committee. The Low-Income Population and Economic Growth, by Robert J. Lampman. Joint Committee Print, Study Paper 12. Washington: G.P.O., 1959. 119 pp.

U.S. Congress. House. Committee on Ways and Means. Narcotics, Marijuana, and Barbiturates. Hearings, 82d Cong., 1st sess., on H. Res. 3490. Washington: G.P.O., 1951. 208 pp.

U.S. Congress. Senate. Report of the Federal Trade Commission on Utility Corporations. 70th Cong., 1st sess., S. Doc. 92. Washington: G.P.O., 1935. 53 pp.

EXECUTIVE DEPARTMENT DOCUMENTS

U.S. Department of Agriculture. Farm Security Administration and Bureau of Agricultural Economics Co-operating. Analysis of 70,000 Rural Rehabilitation Farmlands, by E.L. Kirkpatrick. Social Research Report No. 9. Washington: G.P.O., 1938. 122 pp.

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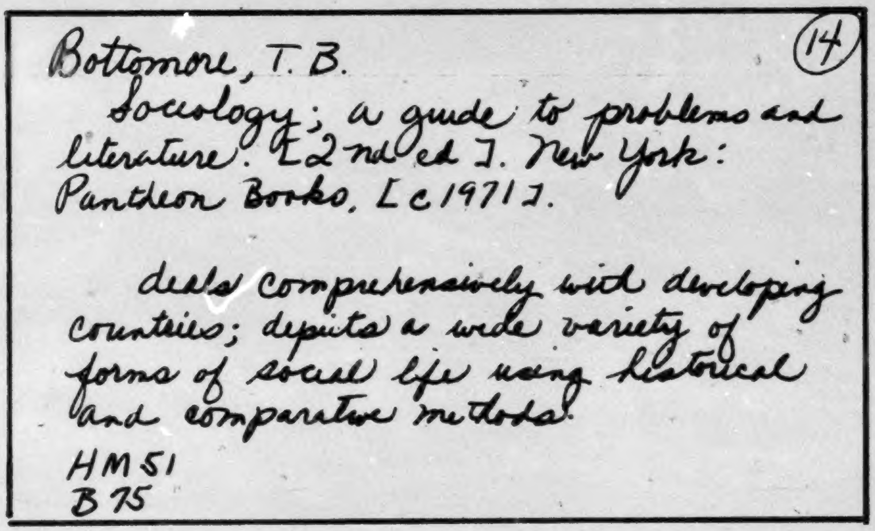
*No instructions given; therefore, these citations are in the "spirit" of Hurt.

EFFECTIVE NOTE-TAKING

Identifying, locating, and examining material for your topic are all important. Your notes, however, are of little help for later use if they are not complete and accurate. You should at the start of your search develop a method for the systematic organization of all your bibliographic citations and information notes. Some important things to remember are:

1. Use index cards of uniform size. Most prefer either 3X5 or 5X8 cards.
2. Record all information as it is printed, including punctuation, spelling, etc. This information will be needed later for bibliographic entries or footnotes. (The information on catalog cards or in bibliographic citations is usually correct.)
3. Avoid shortcuts as they usually lead to problems.
4. Make a bib. card for each item you plan to use.



Bottomore, T.B. ⑭
Sociology; a guide to problems and literature. [2nd ed.]. New York: Pantheon Books, [c1971].

deals comprehensively with developing countries; depicts a wide variety of forms of social life using historical and comparative methods.

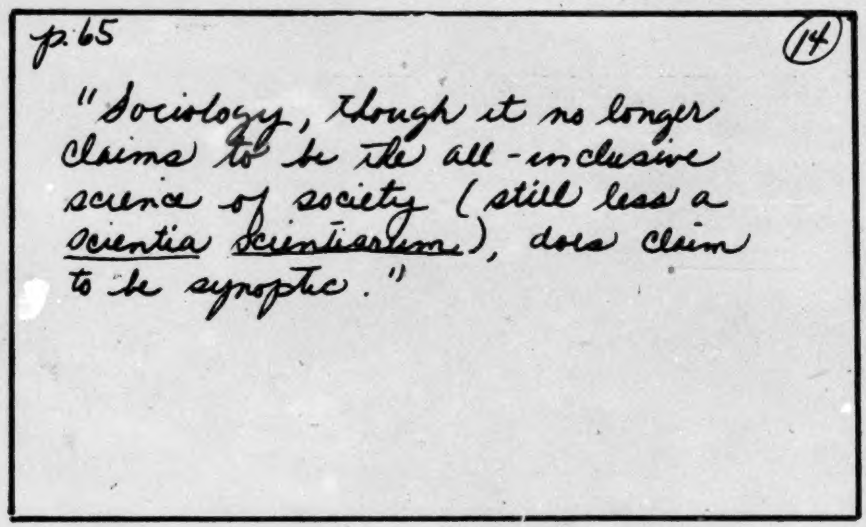
HM51
B75

assign code # to use on note card. Saves rewritting the bib. info on each note card.

include a comment of contents or usefulness.

library's call #

If it is your purpose simply to annotate your entries, a single index card may be sufficient to record both citation and annotation. If, however, you are writing a full scale research paper on your topic, you will be researching in greater depth. This will require considerably more than one index card for each item you later choose to cite. Therefore, for each idea or quotation you plan to use make a separate note card; key it to the bibliography card for the work from which this note was taken.



p.65 (14)

"Sociology, though it no longer claims to be the all-inclusive science of society (still less a *scientia scientiarum*), does claim to be synoptic."

page # of quote or paraphrase.

code # refers to source, book, article, etc.

SECTION IV:

CAMPUS LIBRARIES AND BEYOND

THE CAMPUS LIBRARY SYSTEM

The University Library is composed of Doe Library, with primary emphasis on the humanities and social sciences; Moffitt Undergraduate Library, with a similar emphasis for undergraduate needs; and 21 branch libraries in subject fields such as Chemistry or Music and professional fields such as Library and Information Studies. The holdings of these libraries (East Asiatic excepted), have full representation in Doe Library's Author-Title Catalog. In only one instance (again, East Asiatic), are materials grouped by language.

Rounding out the University Library system are a number of independent libraries. Independent libraries have only main entry representation in the Doe catalog. These libraries include Boalt Hall's Law Library, the Institute of Governmental Studies Library, and the Library of the Institute of Transportation Studies.

Libraries of academic departments are small collections which usually duplicate materials found elsewhere in the University Library system. They are purchased by and kept in the departments for the convenience of their faculty, students, and research staff. Materials in these collections are usually non-circulating and are not listed in Doe Library catalogs.

Independent and departmental libraries can be located using the Campus Directory grey pages. Some are listed separately under the department; information regarding others must be obtained from the departmental office.

LIBRARIES ON CAMPUS

Doe Library

- Documents Department
- General Reference Service
- Humanities Graduate Service
- Map Room
- Morrison Library
- Newspaper/Microcopy Room
- Periodical Room

Moffitt Undergraduate Library

Bancroft Library

Branch Libraries

- Agriculture
- Anthropology
- Astronomy-Mathematics-Statistics
- Biochemistry
- Biology
- Chemistry
- Earth Sciences
- East Asiatic
- Education-Psychology
- Engineering
- Environmental Design
- Forestry
- Hans Kelsen Graduate Social Science
- Library School
- Music
- Physics
- Public Health
- Social Welfare

Independent Libraries (partial list)

- Boalt Hall's Law Library
- Institute of Governmental Studies
- Institute of Transportation Studies

Departmental Libraries (partial list)

- Chicano studies
- French
- Journalism

DOE LIBRARY

DOCUMENTS DEPARTMENT, 350 Library Annex (see also page 105)

The Documents Department collects official publications of federal, state, and foreign governments, and of international organizations. Such publications contain statistics of all types and include many technical reports. The amount of material available and its unique arrangement often make it necessary to request assistance--do not hesitate to ask for help when you need it.

GENERAL REFERENCE SERVICE (GRS), R&B, Doe Library

The GRS is Doe Library's main information service and referral center. The collection is shelved in the R&B and the Loan Hall, and contains general reference materials in many fields, with emphasis on the humanities and the social sciences; included are such things as: encyclopedias, dictionaries, directories, magazine and newspaper indexes, biographical indexes and dictionaries, national, trade, and subject bibliographies, etc. The collection is non-circulating; materials kept at the Reference Desk may be used for 2 hours. Since there are many special locations for materials in the R&B, it is important to use the card catalog in the R&B before looking for or requesting materials.

HUMANITIES GRADUATE SERVICE (HGS), 150 Library Annex

The HGS contains four main collections: the Graduate Reserve Collection--copies of books from Doe Library's main stacks temporarily located in the HGS for use by students taking 200 and 300 courses in the humanities--which circulate to all borrowers from 2-hours to 2-weeks; the Romance Philology Collection--main stack copies permanently charged to the HGS as a reference collection for students and faculty in Romance Philology--which circulates for 1-day; the English and History Collections--duplicate (i.e., not the Library's first copy) reference materials useful for students preparing for advanced degrees in English and history; and the XMAC Collection, a duplicate collection of books by twentieth century American and British authors. The English, History, and XMAC Collections are non-circulating. All borrowers are invited to make use of the study space available in the HGS; there are no reserved spaces.

MAP ROOM, 137 Doe Library

This non-circulating collection contains over 175,000 maps covering all countries of the world, including detailed topographic maps of many countries, quadrangles published by the United States Geological Survey, city plans, and other special maps such as: historical, climate, vegetation, population, and economic maps for most geographic areas. The Map Room contains the primary collection of national atlases and gazetteers, but world and historical atlases are kept in the R&B and the Loan Stacks. Maps are not represented in the Author-Title and Subject Catalogs; you must use the card catalog in the Map Room. Additional specialized map collections are housed elsewhere on campus; the Map Room staff can assist you in locating them.

MORRISON LIBRARY, 101 Doe Library

Call numbers for items in the Morrison Library are designated "X-8". The X-8 collection consists of newly published books of general interest, including novels, poetry, plays, biography and autobiography, books on art, history, and current events, and an up-to-date travel collection. The Browsing Collection includes books on literature (including the classics), history, philosophy, the social and natural sciences, and the fine arts with emphasis on works of the twentieth century. The latest 6 issues of periodicals, and the latest 4 issues of newspapers are available, including air mail editions of the London Economist, the New York Times, the London Times, the London Observer, and Le Monde. The Graphic Arts Loan Collection is especially rich in the eighteenth through twentieth century original prints. A basic collection of classical, contemporary Western, and Asian music, as well as opera and chamber music is available on sound recordings; listening facilities are also available.

NEWSPAPER/MICROCOPY ROOM (see also, page and Library Orientation Leaflet number 12--Microcopy Collections)

The Newspaper/Microcopy Room collects newspapers world-wide on both newsprint and microfilm. The major newspaper indexes are also available. All Doe Library and Documents Department microcopy material is stored in the Newspaper/Microcopy room, with extensive reading facilities. A sound recording collection of drama, poetry readings, and documentary material is also available, with listening equipment. The Newspaper/Microcopy Room collection is non-circulating.

PERIODICAL ROOM, 133 Doe Library

The Periodical Room shelves and circulates current unbound non-document serial publications the bound volumes of which are shelved in the Doe Library stacks. Kept in the Periodical Room is a sizeable collection of college catalogs, including U.C. and foreign accredited colleges and universities as well as California community colleges. The Periodical Room is also the place to go when you want to retrieve foreign dissertations or university published pamphlets of lectures, etc. The Periodical Room Information Desk is the place to inquire regarding location and holdings of all currently received non-document titles for the General Library, including all branches. Records for Institute libraries are not retained here. The Periodical Room stacks are open to all borrowers without restriction; most materials circulate from three to seven days.

BANCROFT LIBRARY

The Bancroft Library is a major research center on the Berkeley campus of the University of California. It consists of a non-circulating collection of books, manuscripts, pictures, maps, and other materials. The Library houses several collections including: the Bancroft Collection, which documents the history of western North America; the Rare Books Collection, which preserves special materials for research in the humanities, including about three hundred incunabula; the University Archives, which contains official documentation of the history of the statewide University of California; the Regional Oral History Office, which tape-records the recollections of persons who have contributed significantly to the development of the West and the nation; and the Mark Twain Papers, which is the outstanding collection of the author's manuscripts, correspondence, and related documentary material. Registered students of the University of California and other qualified readers may use the collections. All readers are expected to fill out permanent Readers Cards on their first visit and will be asked to furnish identification.

MOFFITT UNDERGRADUATE LIBRARY

The Moffitt Library Collection is a carefully selected duplicate collection of basic materials in all subject fields, with emphasis on the humanities and the social sciences. Moffitt Library Librarians regularly teach Bibliography I and gladly assist students with assignments and projects for the course. Even though the non-circulating reference collection in Moffitt can be used as a "laboratory" for Bibliography I, Moffitt Library is not a research library--extensive research should only be conducted using Doe Library as a focal point. In this sense, Moffitt Library can be used as a supplement to Doe Library's collections.

BRANCH, INDEPENDENT, AND DEPARTMENTAL LIBRARIES

Scattered over the campus are numerous libraries which have been established for the colleges or departments which they serve. Book and periodical collection policies reflect the needs of courses offered in the department or college.

Branch libraries try to avoid excessive duplication of materials, but there are overlapping areas, as in the Physical Sciences (Chemistry, Physics, and Engineering Libraries), or in Public Health and Biology Libraries, so you could use more than one branch library for your research. Your search in Doe Library's Author-Title Catalog should indicate which library(ies) will be most useful.

Generally speaking, branch library holdings have full representation in Doe Library; independent libraries have main entry representation only; departmental libraries have no Doe Library representation. Departmental libraries are kept in the departments for the convenience of their faculty, students, and research staff. Frequently materials in these collections are not available except for in-library use.

When you begin your research, in addition to the branches, independent, and departmental libraries you may be using, it is best also to use Doe Library's card catalogs. Speak to the librarian of those libraries in which you are conducting research; s/he may be able to direct you to other useful libraries and collections.

AGRICULTURE LIBRARY, 40 Giannini Hall

The Agriculture Library is a resource collection of books, periodicals, documents, and pamphlets. It keeps extensive files of the world's agricultural journals and publications issued by the U.S. Department of Agriculture, the 50 state agricultural experiment stations, important agricultural universities and societies, and the agricultural organizations of most foreign countries. Special emphasis has been placed on: natural resources, nutrition and the world's food supply, pest control, climatology as it relates to crops, and California agriculture. Cookery and the horticultural aspects of gardening are also represented by substantial collections. The collection of publications by the University's Division of Agricultural Sciences is exhaustive.

ANTHROPOLOGY LIBRARY, 230 Kroeber Hall

The Anthropology Library maintains a research collection of books, periodicals, documents, and reprints in the field and includes: prehistoric archaeology, primate social behavior, American Indians, museum techniques, and primitive art. Many fringe disciplines, such as sociology, history of science, paleontology, etc., also constitute small basic collections.

ASTRONOMY-MATHEMATICS-STATISTICS LIBRARY, 100 Evans Hall

This library collects information on: astronomy and astrophysics, with related materials in physics; pure and applied mathematics and mathematical statistics; computer material (primarily theory); and mathematical tables. These materials are mainly on graduate and research levels.

BIOCHEMISTRY LIBRARY, 430 Biochemistry Building

This is a small non-circulating collection primarily for students and faculty in biochemistry. Open to the public, its hours are from one to five p.m., Monday through Friday.

BIOLOGY LIBRARY, 3503 Life Sciences Building

The Biology Library's collection includes materials on botany, plant physiology, zoology (especially birds, mammals, and reptiles), wildlife conservation, ecology; cell biology, embryology, genetics; anatomy, physiology, neuroanatomy, neurophysiology, endocrinology, biology of aging; cancer research, virology, immunology, bacteriology; biochemistry, biophysics; medical physics and biomedical engineering. The Biology Library has an excellent serials collection and a noteworthy collection of rare books in botany and zoology. There is a microfilm collection of out-of-print materials and a reprint collection of historical interest. A collection of audio-visual materials of medical interest is being developed. The reference collection includes the following abstracting and indexing publication: *Biological Abstract, *BioResearch Index, *Oceanic Abstracts, Zoological Record, Wildlife Review, *Index Medicus, *Chemical Abstracts, *Science Citation Index, and Current Contents--Life Sciences. For a fee computer searches are run on the data bases for the publications marked with an asterisk. Reference also has serial lists and subject dictionaries and encyclopedias. The stacks are open to all.

CHEMISTRY LIBRARY, 100 Hildebrand Hall

The Chemistry Library primarily serves graduate, post-graduate, and upper division undergraduate students as well as the faculty and research staff of the College of Chemistry. Needs of undergraduates and holders of U.C., Berkeley Library cards also are met. The collection is strongest in the following fields of interest: CHEMISTRY: inorganic and physical chemistry, organic chemistry, analytical and synthetic methods in chemistry, nuclear chemistry, chemical kinetics and thermodynamics, and environmental chemistry; CHEMICAL ENGINEERING; applied thermodynamics, transport phenomena, separation processes, reactor kinetics and catalysis, polymers, electrochemical engineering and the technology of industrial processes. The Chemistry Library is a depository for U.S. chemical patents (1952+) on microcards and microfiche.

EARTH SCIENCES LIBRARY, 230 Earth Science Building

The collection of the Earth Sciences Library covers: PHYSICAL GEOGRAPHY, including cartography, photogrammetry, elementary meteorology; GEOLOGY, including, crystallography, geochemistry, geophysics, seismology, stratigraphy, and petroleum geology; PALEONTOLOGY, including vertebrate and invertebrate paleontology, paleobotany, paleozoology, micropaleontology, and some anthropological materials. There is also a collection of geological maps. The collection does not cut across other subject areas such as agricultural economics, demography, cultural anthropology, and political science. Parts of the collection, in the fields of zoology and anatomy, however, are duplicated in the Biology Library.

EAST ASIATIC LIBRARY, 208 Durant Hall

This library is open to faculty, graduates, and undergraduates. Undergraduates however, are not admitted into the stacks. Materials in this Library are not represented in Doe Library's catalogs. The collection is limited to the Chinese, Japanese, Korean, Manchu, Mongol, and Tibetan languages, but is unlimited in subjects. It is one of the major East Asian libraries of the Western world, with 367,669 volumes as of 1975, consisting of books, periodicals, manuscripts, scrolls, maps, and microforms. Emphasis is on the humanities and the social sciences, with only limited material in the sciences and technology. The collection includes manuscripts of the Tang Dynasty (618-907), very early specimens of Chinese and Japanese woodblock printing, reproductions of inscriptions from oracle bones, stone and bronze, dating from as early as 1500 B.C., beautifully illustrated books on the arts and crafts, rare documents and a broad range of current publications.

EDUCATION/PSYCHOLOGY LIBRARY, 2600 Tolman Hall

The education collection provides research and bibliographical materials for the study of the history and theory of education as it relates to the preparation of administrators, supervisors and teachers for elementary and secondary schools, and colleges, and for research on educational problems. The collection includes research reports and yearbooks from foreign and domestic educational organizations and governmental units, elementary and secondary school textbooks, curriculum materials, pamphlets, and periodicals. The psychology collection covers with considerable depth the area of clinical, developmental, experimental, social, abnormal psychology, and personality. Together with with Biology Library collections, it provides coverage for the areas of animal, psychological, and comparative psychology.

ENGINEERING LIBRARY, 410 O'Brien Hall

The collections include materials relating to aeronautical, bio-medical, civil, electrical, electronic, geological, industrial, irrigation, mechanical, nuclear, oceanographic, process, and sanitary engineering; engineering design, materials science, mineral technology, naval architecture, operations research, technology transfer and other aspects of the effects of technology upon society and the influences of society upon technologists.

ENVIRONMENTAL DESIGN LIBRARY, 210 Wurster Hall

This library contains a research collection in the fields of architecture, city and regional planning, and landscape architecture, including books with architectural working details, drawing theory, standards and professional practice, building materials, building types, contemporary architecture of all countries, zoning, planning theory, housing, open space, urban renewal, urban design, park and garden design, public policy concerning the the environment, and histories of the three professional fields. Minor collections include art, graphic design, interior design, industrial design, horticulture and social problems. The Library also contains the Beatrix Farrand Collection of rare books on landscape architecture, and is a HUD urban planning depository library.

FORESTRY LIBRARY, 260 Mulford Hall

A collection concerned with forestry world-wide, with geographic emphasis on the Western U.S. and the Pacific Basin, is housed in the Forestry Library. Conservation of natural resources and management of forests and wildlands are the primary subject areas, but materials relating to watershed management, parks and recreation (not urban), and silviculture and utilization of trees (not horticulture) are included. Publications on range management, wildlife management, forest entomology and pathology are secondary. Map collection includes timber stand and soil vegetation maps for California wildlands, national forests, and forest-type maps for various countries.

HANS KELSEN GRADUATE SOCIAL SCIENCE LIBRARY, 30 Stephens Hall

The collection contains basic and current materials in business administration, economics, and criminology, and selected current imprints in sociology, political science, and public policy. The Library handles reserve materials for graduate courses in those departments. Retrospective materials, and resources for specialized individual research are found in Doe Library. Unique collections include labor union publications, corporation annual reports and prospectuses, investment and financial services, and Business Administration 299 papers, done in lieu of a master's thesis and not duplicated elsewhere in the Library system. The Foundation Collection consists of annual reports from major charitable foundations, and income tax returns for foundations in California.

LIBRARY SCHOOL LIBRARY, 2 South Hall

This collection includes books, periodicals, pamphlets, and non-print materials in the fields of librarianship, bibliographic organization, information science; the history of books and printing; publishing; bookselling; censorship as related to book selection; the history, criticism and bibliography of children's literature; and book collecting.

MUSIC LIBRARY, 240 Morrison Hall

The collection includes musical scores and literature relating to music. The Music Library has an Author-Title Catalog for books, musical scores, and sound recordings; scores and recordings are not represented in Doe Library's catalogs. A book subject catalog, and shelf lists for music, books, recordings, and films are maintained. Special collections include opera scores and librettos, manuscripts of eighteenth century Italian instrumental music, manuscripts of Ernest Bloch; and the archives of Manfred Bukofzer, Alfred Einstein, Alfred Hertz, and Albert Elkus.

PHYSICS LIBRARY, 351 LeConte Hall

The collection includes materials relating to physics and crystallography, and some materials for upper atmosphere research, accoustics, applied electromagnetic theory, heat transfer, hydrodynamics, metallurgy, and applied thermodynamics. The collection excludes most material on geophysics, medical physics, meteorology, microwaves, radar, and radio.

PUBLIC HEALTH LIBRARY, 42 Warren Hall

This collection relates to public health administration, education, engineering, nursing, nutrition, and social work; behavioral science, biostatistics, epidemology, hospital administration, maternal and child health, medical care administration, medical microbiology, occupational radiological, dental, and mental health, sanitary science, environmental health administration, family planning, and addictions. A pamphlet collection is maintained, and computer searches are available.

SOCIAL WELFARE LIBRARY, 216 Haviland Hall

The collection includes current materials maintained for graduate students in social welfare; it includes also some material in the fields of psychology, sociology, psychiatry, and social work.

INDEPENDENT LIBRARIES

BOALT HALL'S LAW LIBRARY, 2d floor of Boalt Hall

This limited-circulation library contains a general Anglo-American legal collection, with extensive holdings of foreign and international legal materials and dissertations, as well as large specialized collections in canon, ecclesiastical, Judaic, and Roman law. The Library has been a depository since 1965 for U.S. and California government documents, and has a substantial collection of briefs for the U.S. Supreme Court and the U.S. 9th Circuit Court of Appeals. Microform collections, including the papers of U.S. Presidents, is also available.

INSTITUTE OF GOVERNMENTAL STUDIES, 109 Moses Hall

This non-circulating collection consists primarily of pamphlets and periodicals relating to administration, planning, finance, taxation, welfare, criminology, civil service and personnel, metropolitan problems, state and federal government, and various pressure groups. City and county documents are available here rather than in the Documents Department. This collection complements the subject coverage of the Hans Kelsen Graduate Social Science Library.

INSTITUTE OF TRANSPORTATION STUDIES LIBRARY, 412 McLaughlin

This non-circulating collection contains materials relating to general transportation, with emphasis on traffic, highway, and air transport engineering; mass transit; highway and urban transportation; pavements; civil aviation; and city and regional planning, especially in the San Francisco Bay Area. An extensive vertical file collection of pamphlets, reprints, newspaper clippings, etc.,is maintained.

BAY AREA LIBRARIES AND BEYOND

In spite of its size and the excellence of its collections, the University Library system can not always provide you with the information you need. Fortunately there are many other excellent libraries throughout the Bay Area whose collections may be used to supplement those of the University Library.

PUBLIC LIBRARIES

A public library collection is geared to the community which uses and supports it; it places more emphasis on popular material than does a university or academic library, and has a large collection of fiction and popular periodicals for recreational reading. Nevertheless, public libraries can be excellent sources of introductory material on nearly any research topic.

University students living in Berkeley or Oakland may use the public libraries of those two cities. Both Berkeley and Oakland Public Libraries are members of the East Bay Cooperative Library System. This system makes the collections of the cities of Richmond and Alameda, and the counties of Alameda and Contra Costa available to you as well. There are many other public libraries throughout the Bay Area, including the San Francisco Public Library, which have various specialized departments and collections.

Public libraries also provide general reference services similar to those provided by the General Reference Service of Doe Library. There is also a telephone reference service in the Bay Area, called NIGHTLINE. You may call NIGHTLINE (444-5023) after regular library hours until midnight. It is one of the most convenient reference services in the Bay Area.

GOVERNMENTAL LIBRARIES

Libraries of governmental bodies, such as counties or states, have specialized collections. The California State Library at Sacramento is a general research library for most subject fields. It specializes in materials about California, and is the state repository of books for the visually handicapped. The State Library is open to the public; even though you may not check out materials personally, your local public library can borrow non-fiction materials for you from the California State Library.

The Sutro Library in San Francisco is part of the California State Library. Its collection specializes in British, American, and Mexican history and genealogy. Though materials are non-circulating, the Library is open to the public.

Most counties also have libraries--for example, Alameda County has a law library in the County Court House in Oakland, as well as the Government and Business Library located in the county offices in Hayward.

SPECIAL LIBRARIES

Special libraries maintain collections on particular subjects or fields. Many are owned by private businesses and their collections and services are not usually open to the general public. One of the largest special libraries in the Bay Area is that maintained by the Standard Oil Company of California, located in San Francisco. Its extensive collection covering the techniques and economics of petroleum and other fuels may be used upon obtaining special permission.

OTHER UNIVERSITY AND COLLEGE LIBRARIES

The library collections of most other universities and colleges in the Bay Area are open to the public for in-library use only. For example, the Library at the University of California at Davis, which emphasizes agriculture, veterinary medicine, and the biological sciences, is available for research being conducted by UCB students. To enable students, faculty, and staff members on the Davis and Berkeley campuses use more fully each other's library collections, a free jitney leaves Berkeley at 8:30 AM and is back in Berkeley at 4:40 PM. It holds only seven passengers, so reservations are required. Call 642-8773.

Mills College Library, with its large collection of materials relating to music, and the Graduate Theological Union (GTU) Library, specializing in religion are two examples of other academic libraries in the San Francisco Bay Area.

LIBRARY DIRECTORIES

Several special directories to libraries have been published which can assist you in locating a collection especially suited to your needs. The best known is Margaret L. Young's Subject Directory of Special Libraries and Information Centers, 1973. Subject headings which will lead you to additional library directories are:

Libraries, Special--California
Libraries--California--San Francisco Bay Region--San Francisco
Libraries, Special--United States--Directories

USING "NEW" LIBRARIES

When confronting a library for the first time, there are several things you should probably determine before trying to use it. The following is a list of some important questions to consider before you use a library for the first time:

1. Are any special information leaflets or other handouts available which will help you learn how to use the library?
2. Another question to ask when thinking about using a library is: does this library collect the sort of material I am looking for? It is important to know the academic level the library is aiming at, as well as the subject matter covered. Generally the best way to determine the collection policy is to ask the librarian.

3. Another important bit of information to learn about a library is: when is it open?--what days of the week, and what hours during the day?

4. Is the card catalog a divided catalog or a dictionary catalog? Is it complete, or does it exclude certain classes of materials, such as pamphlets? Is an authority list of subject headings (such as the LCSH) provided? Are special locations (such as a reference area) indicated on cards in the catalog? Is a separate listing of the library's periodical holdings and their locations provided? Is the shelf list available for your use?

5. Which materials circulate and for how long? What is the check-out procedure? How can you renew a book? Is a grace period allowed before fines are charged? How stiff are the fines? What is the maximum period you can keep a book before it is subject to recall?

6. Is there a separate section for reference books? What sorts of reference books are available? Are they easy to locate? Are they near the librarian's desk, so his/her help can be easily obtained?

7. Are the stacks open or closed? What is their general arrangement (i.e., more than one room or level, location of stack entrance, etc.)? Are there any special sections for special classes of books, such as reference books, reserve books, oversize books? Are the bound periodicals interfiled with the books, or in a separate arrangement? If separate, are the periodicals filed by title or call number? Are unbound periodicals shelved with bound volumes, or separately? Are they filed by title or call number? Is any of the collection in storage at Richmond?

8. Is there a browsing section where new titles are shelved?

9. Is there an information or pamphlet file in the library? What sorts of material does it include--pamphlets, newspaper clippings, etc.? How is the file arranged?

10. Is any of the collection on microform and are there microform reading facilities readily available? Is there a reader-printer available, and at what cost? Is there a photocopier available?

11. Does the library collect any other audio-visual materials and how are they stored and cataloged? Is the library equipped to perform computerized literature searches?

12. Does the library have any "rare" materials--books, manuscripts, etc.? Are they available for general use?

13. Is this library a pleasant place to be? Is the furniture comfortable and lighting sufficient. Are the directional signs adequate? Are there any architectural peculiarities? Are there any study areas--tables or individual carrels? Are there any interesting displays at which to look? Are the librarians and other staff helpful and courteous?

GLOSSARY

ABRIDGED EDITION. An edition shortened by rewriting, omitting, or condensing the original, but retaining the general sense.

ABSTRACT. A brief summary that gives the essential points of a book, pamphlet, article, etc. It may be evaluative like an annotation.

ADDED ENTRY. A catalog entry other than the main or subject entry. There may be added entry cards for: title, series, translator, illustrator, author of an introduction, etc.

ANALYTIC (Analytical entry). An entry for some part of work or article in a collection with reference to the work containing it.

ANNOTATION. A note describing, explaining, and evaluating an item in a bibliogrpahy.

ANTHOLOGY. A collection of literary pieces usually by more than one author as in An Anthology of American Verse.

APPENDIX. Supplementary information pertaining to, but not essential of the completeness of a book, usually following the text.

ARCHIVES. A place where records and historical documents are kept. The term usually suggests primary source material that has not yet been codified.

AUTOBIOGRAPHY. A history of a person's life written by him/herself.

BIBLIOGRAPHY. An organized list of books or other material which are related in some way.

BIBLIOGRAPHIC CITATION. A note of reference to a book, periodical article, etc., which includes information required to locate that same item again. Each published form has its own order of necessary information.

BIOGRAPHY. An account of a person's life, actions, and character. A biographer is one who writes such an account; a biographee is one about whom the account is written.

BOOK CATALOG. A catalog in book form, created either by photocopying catalog cards or by computer print-out.

BOUND PERIODICAL. To preserve periodicals and make them easier to handle, a series of issues is put between two covers. The process is called binding and results in a bound periodical.

CALL NUMBER. Letters, figures, or symbols assigned to material to designate their location in a library. For books, the call number consists of a classification number and a book number.

LC call number: GV770 = water sports
S37 = book number

Dewey number: 797.1 = water sports
S412 = book number

CARD CATALOG. A catalog in which entries on separate cards are arranged in order, listing library material by author, title, and subject. It usually does not analyze or list parts of a larger whole, such as periodical articles, essays, etc.

CARREL. A cubicle or divided desk for individual study in a library.

CHARGE. In library usage only, charge means to check out or borrow from the library. Synonyms are "to circulate" and "to lend".

CITATION. The listing of a work in a bibliography, footnote, or index. Citation is synonomous with reference and has enough bibliographic information to enable someone else to easily locate the same work.

CLASSIFICATION. The system by which a collection of materials is organized for the purpose of retrieval. The two major classification schemes are the Library of Congress and the Dewey Decimal.

COPYRIGHT DATE. The year in which the author's application to the Library of Congress for copyright on a book is granted. A copyright, like a patent, insures the author against intellectual theft of a book and the ideas in it. The copyright date is usually on the verso of the title page.

CORPORATE AUTHOR. A body, such as a government or governmental department, or society (learned, social, etc.), or an institution which authorizes the publication of materials, and under the name of which, as the author, the materials will be entered in a catalog.

CROSS REFERENCE. In a catalog or an index, a direction from one heading to another. A cross reference may be a SEE REFERENCE or a SEE ALSO REFERENCE.

DEWEY DECIMAL CLASSIFICATION SYSTEM. A system developed in the 1870's by Melvil Dewey in which knowledge is divided into ten major classes.

DICTIONARY CATALOG. A catalog in which all entries (author, title, added, and subject) are arranged, alphabetically in one sequence.

DIVIDED CATALOG. A catalog in which author, title and other added entries are interfiled in one section, the subject entries in another, thus creating separate author-title and subject catalogs.

EDITION. The total number of copies of a book printed from the same setting of type. A revised or new edition indicates that the text has been changed or new material added. The new edition will have a new date.

ENTRY. The record of an item (book, periodical, etc.) entered in a catalog or bibliography, and usually referring to bibliographic information in a catalog. See also: MAIN ENTRY and ADDED ENTRY.

EPHEMERA. Printed information of passing interest, not long lasting. Often in the form of leaflets, posters, pamphlets, memos, etc.

FESTSCRIFT. A complimentary or memorial publication in the form of a collection of essays, addresses, or other contributions issued in honor of a person an institution, or a society, usually on the occasion of an anniversary celebration.

FOLIO. An oversized book, exceeding 12" x 19", usually designated on the catalog cards by a script f or ff preceding the call number. Most libraries shelve folios together and not in sequence with the regular call numbers.

GOVERNMENT DOCUMENT. Library jargon for items published by governments, which range in size from local city councils to international organizations.

HOLDINGS. The material held by a library, or more specifically used to denote volumes and issues of serials.

IMPRINT. A collection term which refers to a book's place of publication, publisher, and date of publication.

INCUNABULA. Books printed by movable metal type during the fifteenth century.

IN-PRINT. Books available for purchase from the publisher. Out of print books (o.p.) may be available from a second-hand book dealer.

INDEX. 1. The verb "to index" means to list or indicate. 2. In the back of a book, an alphabetical list with locations for all, or nearly all, topics and names in that book. 3. A reference book used to find locations of items in books, magazines, etc.

JOINT AUTHOR. A person who collaborates with one or more associates to produce a work in which the contribution of each is not separable from that of the other.

JOURNAL. Scholarly periodicals are ususlly referred to as journals. Often a newspaper will have the word journal in its name, reflecting the original meaning of the word (*journée*, French for day).

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM. A system to organize knowledge developed for use by the Library of Congress in Washington, D.C., and adapted by most university and other large libraries. Since it uses both letters and numbers it is broader and more flexible than the Dewey Decimal system.

MAGAZINE. A periodical for general reading, containing articles on various subjects by different authors, which may include popular fiction and poetry. See also: NEWSPAPER, JOURNAL.

MAIN ENTRY. The basic, or main, card in a catalog from which all other cards are made, hence, main entry card. The main entry is usually a personal or corporate author, although a title main entry may also be used. (At U.C. the main entry card is the only one which gives all locations of a book and may be the only source of complete bibliographic information.)

MANUSCRIPT. 1. A work written by hand. 2. A handwritten or typed copy of an author's work before it is published.

MICROFORM. Reduced photographic reproductions of printed materials, produced in several formats and requiring special equipment for reading. Microfilm is photographic film wound on reels; microfiche is printed on small sheets of film, microcards on opaque cards.

MONOGRAPH. A systematic and complete treatise on a particular subject usually detailed in treatment but not extensive in scope.

MONOGRAPHIC SERIES. A series of monographic works issued in a uniform style under a collective title by an academy, an association, a learned society, or an institution. The monographs may or may not be bibliographically independent, but they are usually related in subject or interest.

OUT OF PRINT. Not obtainable through the regular market, since the publisher's stock is exhausted.

PAMPHLET. A publication which usually deals with a single subject and consists of a few pages stapled together in paper covers.

PERIODICAL. A publication with a distinctive title intended to appear in successive numbers or parts at stated or regular intervals and, as a rule, for an indefinite period of time. They usually come unbound and are later bound into sets.

PERSONAL AUTHOR. The person responsible for writing a work under whose name that work appears in an index, catalog, etc. A personal author should be distinguished from a CORPORATE AUTHOR.

PUBLISHER. The company or agency responsible for issuing a publication.

PUBLICATION DATE. The year a book or other publication comes off the press and is offered for sale. For a book it is usually the same date as the copyright date, although the latter could be earlier. A book's publication date is usually shown on its title page or on the verso.

READY REFERENCE. Reference works limited to easily consulted and the most accessible materials. Such works are often kept in a separate reference section.

REFERENCE BOOK. A book designed to be consulted for specific facts or information rather than to be read in its entirety.

REVIEW ARTICLE. A historical survey of a subject up to the present state of the art with references to each significant step along the way. Review articles may be used much like bibliographies; they are particularly important in the sciences.

SEE ALSO REFERENCE. A direction from a term or name under which entries are listed to another term/s or name's under which additional or allied information may be found.

SEE REFERENCE. A direction from a term or name under which no entries are listed to a term or name under which entries are listed.

SERIALS. Regularly issued publications which comprise newspapers, annual reports, yearbooks, periodicals, monographic series and other irregular publications. This is a more inclusive term than PERIODICAL.

SERIES. A number of separate works, usually related to one another, issued in succession, normally by the same publisher, with a uniform style and a collective title.

SHELF LIST. A record of the books in a library arranged in the order in which they stand on the shelves.

STACKS. A series of bookcases arranged in a library for compact storage. "Open stacks" means anyone can browse through the collection. "Closed stacks" means entry is restricted. Restricted borrowers must have material paged for them.

STYLE MANUAL. A manual, or book, which gives directions for typing, quoting, footnoting, and writing bibliographies, etc.

SUBJECT ENTRY. A entry in a catalog or a bibliography under a heading that indicates the subject.

TEXT. The main body of a work not to be confused with notes, appendix, index, preliminaries, introductions, etc.

TITLE ENTRY. The records of a work in a catalog or a bibliography under the title, generally beginning with the first word not an article. In a card catalog a title entry may be a main entry or an added entry.

TITLE PAGE. A page at the beginning of a book which includes title, edition, and imprint. The back, or verso, of the title page has the copyright date and/or the date of publication.

TRACINGS. A list, located on the bottom (occasionally on the back) of a catalog card, of all cards other than the main entry card and used to trace all the cards for a particular book in a catalog. Tracings designate subject and added entries.

UNION LIST. A complete record of the holdings for a given group of libraries of materials of a given type in a certain field, or on a particular subject.

UNION CATALOG. An author or a subject catalog of all materials, or a selection of materials, in a group of libraries, covering books in all fields, or limited by subject or type of material; such a catalog is generally established by cooperative effort.

VOLUME. 1. *Physically* a volume is a gathering of pages bound together in the form of a book. 2. *Numerically* a volume is a full set of issues (numbers) which comprises a serial volume bound together. Two or three numerical volumes, if small, could be bound into one physical volume. Bibliographic citations use the term in the numerical sense.